



Accounts Payable Specialist

Job Title: Accounts Payable Specialist

Salary Type: Non-Exempt

Reports to: Accounts Payable Manager

Effective: As soon as possible

PRINCIPAL OBJECTIVE:

This full-time position assists with the accounts' payable function for the Pi Beta Phi Fraternity for Women. The accounts payable department is responsible for handling the company's payments to suppliers, vendors and creditors, ensuring that all financial obligations are met accurately and on time.

CORE RESPONSIBILITIES:

- Processing of invoices, including verification, coding and approval, to ensure accuracy and compliance with company policies.
- Perform the payment process, which may include check issuance, electronic transfers or other payment methods, ensuring that payments are made on time.
- Maintain positive relationships with suppliers and vendors, address inquiries and resolve payment-related issues promptly.
- Monitor and track expenses, ensuring that all expenditures are properly recorded and classified.
- Reconcile accounts payable transactions and resolve discrepancies in a timely manner.
- Identify and implement process improvements and automation to enhance efficiency and accuracy in accounts payable processes.
- Prepare and analyze accounts payable reports, including aging reports, cash flow projections and other financial analyses.
- Ensure compliance with tax regulations and other financial reporting requirements related to accounts payable.
- Answer inquiries from vendors, suppliers, and employees and research discrepancies.
- Reconcile financial statements and forecasts, maintaining files for accounts.
- Make timely payments for internal vouchers and expenses.
- Other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Bachelor's degree in accounting or related field of study with a minimum of 3 years' experience or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Knowledge of and strict adherence to GAAP reporting procedures.
- Experience in non-profit sector beneficial.

ADDITIONAL INFORMATION:



Travel less than 10%.

Hybrid work schedule available.

Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. The midpoint for salaries in this grade level is \$43,260.