

## **Accounts Payable Coordinator**

### **PURPOSE OF THE POSITION**

The Accounts Payable Coordinator is responsible for providing financial and administrative in order to ensure effective, efficient and accurate financial and administrative operations.

### **SCOPE**

The Accounts Payable Coordinator reports to the Comptroller and is responsible for providing financial and administrative services. This includes processing and monitoring payments and expenditures and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date, and that vendors and suppliers are paid within established time limits.

### **RESPONSIBILITIES**

Major responsibilities and target accomplishments expected of the position including the typical challenges encountered in carrying out the responsibilities.

1. Perform the day to day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner

#### **Main Activities:**

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Manage the weekly check run
- Prepare checks for Comptroller's and Executive Director's approval and signature
- Record all check
- Prepare vendor check for mailing
- List all vendor check in the log book
- Prepare manual check as and when required
- Maintain listing of accounts payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Print and distribute monthly financial reports
- Credit card reconciliation
- Payment portion of the bank reconciliation
- Assist with the annual audit with external CPA firm

2. Provide administrative support in order to ensure effective and efficient office operations

#### **Main Activities:**

- Maintain fixed assets inventory files
- Maintain a filing system for all financial documents

- Ensure the confidentiality and security of all financial files
- Solicit bids for capital expenditures and other purchases
- Manage credit card purchases with approval form
- Manage and disburse petty cash
- Back up for AR staff

3. Perform other related duties as required

## QUALIFICATIONS

We are seeking a highly organized, detail-oriented professional with a background in the non-profit sector. The qualifications for this position include but are not limited to:

- Bachelor's degree in finance or accounting preferred.
- Minimum of two years accounting experience in the non-profit field.
- Experience with Quickbooks and Excel is required.
- Proficient in the use of accounting systems, spreadsheets, database programs, and on-line resources in a Windows network environment.
- Demonstrated initiative in problem solving, ability to communicate effectively to members of other departments and meet regular and multiple deadlines, and be able to work in partnership with other staff members to complete projects.

## HOW TO APPLY

Interested applicants should submit their cover letter, resume and salary requirements to [apgrowncyc@gmail.com](mailto:apgrowncyc@gmail.com). Please indicate Accounts Payable Coordinator in the subject line. Due to the volume of employment applications and queries received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate.