**Ruby’s Place, Inc.**

**Job Description**

JOB TITLE: Accounts Payable Specialist

REPORTS TO: Controller

WORK AREA: Administrative Office (currently remote due to COVID-19)

**POSITION OVERVIEW:**

The Accounts Payable Specialistposition is a great opportunity for someone with a solid background in accounting using QuickBooks Online and who has experience in federal fund reimbursement with a nonprofit. Nonprofit experience is a MUST. Reporting to the Controller and working under limited supervision, theAccounts Payable Specialistis responsible for various activities including providing assistance for accounts payable functions, payroll allocation and employee timesheet management, local grant invoicing, tracking donations among other functions

**HOURS OF WORK:**

This position is 40 hours per week and is currently remote 4 days a week and in the office 1 day a week. The agency offers vacation, holiday, and sick pay in addition to medical/dental/vision benefits and a 403(b) savings program.

**RESPONSIBILITIES:**

1. Assist with payroll allocation to various funders
2. Process bills and prepare checks for signature.
3. Responsible for collecting backups and entering credit card charges with proper funds allocation.
4. Credit card and Bank reconciliations.
5. Gather information and reports for monthly funder reimbursements.
6. Process and Maintain Employee Reimbursements.
7. Assist with scanning and filing of Finance documents.
8. Assist with clerical duties with Timesheets and Payroll.
9. Collecting and organizing backups for invoicing purpose.
10. Enter in-kind donations used for Federal match.
11. Assist with gathering information for external auditors for the annual audit
12. Other administrative and financial support as requested by the Controller and CFO
13. Special projects as requested.

**QUALIFICATIONS:**

The Accounts Payable Specialist **shall** be a person with a minimum of 2 years of accounting experience in the nonprofit sector, and an associate degree in accounting. Excellent math and computer skills are required and experience with QuickBooks Online is a must as is an intermediate skill level of Excel. He/She should have the ability to meet deadlines, self -motivated and accountable for timely follow-through. The Accounts Payable Specialist **shall** be highly detail-oriented, highly organized, and flexible. In addition, he/she should have sensitivity to the needs of those who are survivors of domestic violence/human trafficking and homelessness, as well as an understanding of, and sensitivity to serving diverse populations.

Excellent written and verbal communication skills are essential. The Accounts Payable Specialist shall be proactive, resourceful and self-directed with the ability to manage multiple, simultaneous projects and deadlines and know how to prioritize.

**LANGUAGE SKILLS:**

Ability to communicate and write business correspondence, reports and applications. Ability to effectively present information and respond to questions from groups and individuals. Responsiveness in a timely manner is of utmost importance.

**ANALYTICAL SKILLS**:

Ability to utilize all mathematical skills needed to create project budgets and reports and provide all needed quantitative information as project assumptions are changed. Knowledge of GAAP a must.

**REASONING ABILITIES**:

Ability to interpret budgets, government regulations, and financial reports. Ability to collect data, establish facts, and draw valid conclusions.

Ruby’s Place is committed to the implementation of an Affirmative Action Policy and the Americans with Disability Policy in its recruitment, selection and placement of all personnel and is an Equal Opportunity Employer.

YOU ALSO UNDERSTAND THAT YOU ARE A MANDATED REPORTER TO ADULT AND CHILD PROTECTIVE SERVICES.

NO SERVICES MAY BE RENDERED FOR CLIENTS AT ANY TIME, WHETHER DURING NORMAL WORKING HOURS OR AFTER HOURS. UNDER NO CIRCUMSTANCES SHALL A CLIENT OR THEIR FAMILY ENGAGE YOU FOR PERSONAL SERVICES.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Accounts Payable Specialist Date

Controller Date