JOB TITLE: Accounts Payable Specialist
DEPARTMENT: Finance
REPORTS TO: Accounts Payable Supervisor

POSITION OVERVIEW:
The accounts payable specialist performs critical job duties that ensure vendors get paid for services and products rendered to the 9/11 Memorial & Museum. The incumbent assists the accounts payable supervisor in auditing, maintaining, and processing all accounts payable records and statements; keeps up-to-date, accurate financial records; and reconciles vendor payables and distributed checks.

ESSENTIAL FUNCTIONS

- Reviews all invoices and check requests for accuracy and ensures approvals received by authorized individual prior to preparing and issuing checks/Electronic Fund Transfers (EFT) for payment
- Produces checks and EFT’s as payments to vendors
- Reviews correct coding and authorization as well as sufficient contracts and documentation are received before payment are made
- Verifies the accuracy of vendor invoices and confirms that the correct general ledger account codes are used
- Manages company’s purchasing cards, payments, and reconciliation of payments to invoices
- Audits employees’ expense reports to ensure compliance
- Develops, implements, improves, and enforces policies and department controls to increase accuracy and efficiency before reimbursements are granted
- Reconciles the AP Subledger to the General Ledger system
- Reviews expense accruals and prepayments with the staff accountant and assists in preparing month-end and year-end journal entries
- Sets up vendors in the accounting and Ovation travel systems
- Assists all departments with their requests for reports related to budget versus actual expenditures
- Processes the 1099 tax filings at year end
- Builds and maintains positive relationships with employees and vendors
- Assists the Finance Department with scheduling, logistics, and preparing materials for quarterly Board of Directors’ Committee meetings (Audit and Finance & Investment). Collaborates with the President’s Office on the preparation of materials for Board and Committee meetings, as needed.
- Provides other administrative support to the Finance Department, as needed
- Manages timekeeping activities for the Finance Department
• Performs other duties, as requested

VOLUNTEER REQUIREMENT

• Participates in the annual 5K Run/Walk fundraiser and September 11 commemoration, as assigned
• Assists with other special projects and events in support of the 9/11 Memorial & Museum, as assigned

QUALIFICATIONS/SKILLS REQUIREMENT

• 2–3 years of accounts payable experience preferred
• Bachelor’s degree in accounting or other business concentration preferred
• Experience in Microsoft Excel, PowerPoint, and Word, knowledge of databases as well as familiarity with Blackbaud’s Financial Edge required
• Strong organizational and detail-oriented skills and adhere to deadlines
• Ability to work independently and as part of a team
• Excellent verbal, written, and interpersonal communication skills
• Good written and oral communications skills
• Proven ability to multitask in a busy office environment

GENERAL INFORMATION

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
• This document is a communication tool and not intended as a written or implied contract of employment.

HOW TO APPLY

• Include job title in the email subject field
• Please state the location where job posting was seen
• Send resume to 911mmfinancejobs@911memorial.org