



## Accounts Payable & Administrative Coordinator

**Reports To:** Senior Manager, Accounting

**Status:** Part Time (30 Hours/Week)

**Classification:** Non-Exempt

**Rate of Pay** \$21-\$23 (Hourly)

### Summary:

The Accounts Payable & Administrative Coordinator position plays a vital role in managing the day-to-day office functions and the financial concerns of the organization through close collaboration with the finance team and other departments. The ideal candidate offers accounts payable experience and is comfortable managing & troubleshooting basic IT and AV needs in both Mac & Windows environments.

### Organizational Duties and Responsibilities:

- Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
- Supports and facilitates positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Exhibits effective writing, organizational, time management, interpersonal and oral communication skills.
- Effectively prioritizes and coordinates job tasks for maximum productivity.

### Essential Duties and Responsibilities:

- Oversee accounts payable from purchase orders through invoice payments (Quickbooks Online)
- Recognize credit card transactions reconciling receipts to credit card statements. Manage and audit credit card subledgers. (Quickbooks Online, Excel)
- PDF creation in Adobe Acrobat – Uploading document support to Quickbooks and the Shared Drive in real-time.
- Audit balance sheet accounts.
- Facilitate and support the finance team with implementation of financial policies and procedures.
- IT support: Onboard new employee laptops per IT guidelines (Chrome, Google Suite, MS Office Suite, Other Software. Information Technology support as needed.
- Audio/Visual Meeting Support/ Set up & Clear for multiple monthly committee & board meetings.
- Order Board and Committee lunches as needed.
- Manage office supplies using a weekly checklist for printer supplies and all office supply needs for the team as well as individuals.
- Handles general staff communications for special events or notifications.

**Specific Skills:**

Experience with Quickbooks Online, Google Drive, Excel & Word, and Adobe Acrobat preferred. Must be self-motivated and detail oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on their own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and required to be proficient with Microsoft Office programs.

- Degree in related field is preferred, or a minimum of 4 yrs. accounts payable experience.
- Experience with a financial software system – e.g., QuickBooks or Peachtree.
- Proficiency in Microsoft Word & Excel. Proficiency in Adobe Acrobat.
- Comfortable in the Google Drive environment.
- Ability to clearly and effectively communicate information, both verbally and in writing.
- Excellent organizational skills, including the ability to organize and prioritize work.
- Ability to work productively and independently with little supervision.
- Ability to meet deadlines.

**Supervisory Responsibilities:**

None.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Degree in a related field or a minimum of 4 years of accounting experience preferred. Experience required with a financial software system – e.g., QuickBooks or Peachtree.

**Language Skills:**

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, volunteers, board of directors and other staff. Ability to effectively present information one-on-one or in team meetings.

**Certificates, Licenses, Registrations:**

Must have current driver's license and insurable driving record. Must have own automobile transportation.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers to handle or feel, and reach with hands and arms, climb or balance, and talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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Employee Signature & Date

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Supervisor Signature & Date

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.***