

# **Accounts Payable Specialist**

## **OLV Charities**

### **POSITION SUMMARY:**

This role is responsible for all aspects of accounts payable including vendor management and payment processing. It involves ensuring vendors get paid for services provided and products rendered by reviewing and processing invoices, auditing credit card bills, answering vendor inquiries, reconciling vendor statements, maintaining vendors W-9, generating 1099 statements, processing payments electronically, and distributing checks. This position provides back up to the Fund Accountant with the OLV National Shrine and Basilica Parish to support and ensure accounting transactions stay current.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for all accounting work to ensure cash payments out of the organization are processed with accuracy, in an efficient and timely manner, and in adherence to the organization's policies and procedures.
2. Prepares and manages all incoming invoices on a daily basis. Inspects invoices, expense reports, vouchers, check requests and other similar items to ensure accurate account coding and adequate supporting documentation is present. Assigns a pay date that conforms to standard procedures for processing payments.
3. Resolves invoice and unvouchered discrepancies. Manages and verifies all expense reports comply with company policies.
4. Maintain and update all accounts payable data to ensure accurate financial information is maintained in the general ledger.
5. Provides all accounting support in accounts payable and cash management to the Fund Accountant at the Parish to ensure transactions are processed in Fund Accountant's absence.
6. Document all accounts payable procedures and promptly update with any changes or additions.
7. Performs all other tasks assigned by supervisor.

### **REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE:**

1. Associates degree in accounting or business administration required.

2. Five years of experience in Accounts Payable required.
3. Experience with Fund EZ and Parish Data Software preferred.
4. Proficient with Microsoft office products (Outlook, Word, Excel).

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Understanding of nonprofit accounting and best practices for Accounts Payable.
2. Familiarity with remote bank ACH software.
3. Strong working knowledge of Microsoft Office Excel, Word and Outlook.
4. Ability to work independently with minimal supervision and as part of a team.
5. Strong problem-solving skills, organizational skills, and attention to detail.
6. Excellent verbal, written, and interpersonal communication skills.
7. Strong interpersonal skills with ability to build positive relationships with others.
8. Skilled at providing excellent customer service, assessing needs, providing assistance and solutions to others proactively.
9. Ability to respond to requests in a timely and professional manner.
10. Ability to take initiative and problem solve issues independently.
11. The ability to work in a multi-functional setting.
12. Ability to demonstrate OLV Charities' values.

***Please email resume and cover letter to:*** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities  
Human Resources Department  
780 Ridge Road  
Lackawanna, NY 14218