Accounts Payable and Grants Specialist

POSITION DESCRIPTION
Responsible for all Foundation accounts payable processing, payment and tracking of all foundation grantmaking, key contact for fundholder accounting and other general support of the finance team.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Prepare A/P items, ensure accurate entry into accounting software, review edit reports and process payments.
- Maintain vendor relations, A/P records and files, take necessary approvals/docs from the team to ensure timely payment to all vendors.
- Follow-up on outstanding checks and returned ACHs.
- Obtain vendor W-9s, ACH docs as required, prepare and issue 1099s and 1096.
- Reconcile main cash account.
- Reconcile monthly credit card activity.
- Monthly account analysis including benefits, staff professional development account and Solvis account.
- Maintain and follow up with vendors for Dues and Subscriptions.
- Follow up and process employee expenses, obtain and reconcile staff credit card invoicing.

Grant Accounting

- Final review of grant due diligence. As and when required follow up with the grantees for necessary documents to process the grant request.
- Ensure appropriate records are maintained in database.
- Monitor fund balances and cash requirements.
- Prepare grant check and ACH batches. Monitor and follow ups with grantees for outstanding payments.
- Prepare fund statements.
- Create Interfunds, maintain Interfund activity and proper approvals.
- Assist with preparation of work papers for the annual audit and tax filings.
- Create and maintain system to monitor outstanding grants.
- Monitor and maintain multi-year grants, grant agreements.
- Provide necessary grant reports for the purpose of annual report.
Other

- Respond to fund holder audit confirmation requests.
- Assist with other tasks and Foundation Committees as necessary to assure the successful operations of the Foundation.
- Some administrative tasks for general support of the finance team.
- Go to staff person for assistance in Foundation databases.

Skills Required / Experience

- Bachelor’s degree in accounting, finance or business administration preferred
- Previous accounting and accounts payable experience a must
- Experience maintaining a high level of confidentiality
- Experience with database applications
- Strong analytical and organizational skills, a perfectionist by nature, with no tolerance for financial sloppiness
- Time management and attention to detail
- Computer skills including highly skilled in MS Excel as well as MS Word
- Strong writing skills
- Must have excellent work habits, including a willingness to perform duties generally outside of the scope of the position

Salary/Benefits

Salary: Starting salary $49,000
Benefits: Comprehensive package offered
Hours: Full-time position

TO APPLY: Please submit resume, cover letter, salary requirements and three professional references to Laura Longman, CFO, by email at apply@pacf.org. No phone calls please.