



## **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 Solovis 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

<b>Salary:</b>	Starting salary \$49,000
<b>Benefits:</b>	Comprehensive package offered
<b>Hours:</b>	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](mailto:apply@pacf.org). No phone calls please.