



Accounts Payable and Grants Specialist

POSITION DESCRIPTION

Responsible for processing all Foundation accounts payable, paying and tracking of all foundation grantmaking, serve as key contact for fundholder accounting and provide other general support of the finance team.

DUTIES AND RESPONSIBILITIES

Accounts Payable

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

Grant Accounting

- Conduct final review of grant due diligence. If required follow-up with grantees for necessary documents to process grant requests. Check with Guide Star and auditors if applicable for a second opinion and obtain necessary approvals.
- Ensure appropriate records are maintained in database.
- Monitor fund balances and cash requirements.
- Prepare grant check and ACH batches. Monitor and follow-up with grantees for outstanding payments.
- Prepare fund statements for all fund holders.
- Create interfund transfers and obtain appropriate 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 and grant agreements.
- Provide necessary grant reports for the purpose of annual report.

Other

- Respond to fund holder audit confirmation requests.
- Assist CFO and Vice President of Accounting with tasks and Foundation Committees as necessary to ensure the successful operations of the Foundation.
- Handle some administrative tasks for general support of the finance team.
- Act as go-to staff person for assistance in Foundation database.

Skills Required / Experience

- Bachelor's degree in accounting, finance or business administration preferred
- Previous high volume accounts payable processing experience a must
- Strong understanding of database applications
- Strong analytical, critical thinking and organizational skills, a perfectionist by nature, with no tolerance for financial sloppiness
- Strong problem solving and time management skills
- Incredible attention to detail
- Experience maintaining a high level of confidentiality
- Strong writing and communication 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.