



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Accounts Payable Specialist**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Accounting Manager**
EEO Code: **5**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

Accounts Payable Specialist supports the Accounting Manager and Accounting Department by maintaining accounts payable, budgets, bank reconciliations, month end closings and performing other finance related duties.

Essential Duties and Responsibilities:

- Review all invoices for appropriate documentation and approval prior to payment
- Code and key invoices into Abila accounting software
- Provide copies of billable invoices to Grant Accounting Specialist
- Prepare weekly payment lists (Aged AP) to review for payment processing
- Process weekly system check runs and check requests
- Maintain accurate files and documentation according to agency policy
- Maintain monthly schedules of recurring payments
- Prepare spreadsheets for review and comparisons for cost effectiveness
- Maintain Vendor/Agency relations
- Reconcile vendor statements, research and correct discrepancies
- Assist with Annual Budgets and Year End Audits
- Assist in month-end closing reconciliations and postings
- Reconcile monthly AP subsidiary ledger
- Annual 1099 preparation and maintenance
- Other duties as assigned related to daily finances of the organization

Specific Knowledge, Skills, Abilities:

- Thorough knowledge of accounts payable/general ledger systems and procedure
- Proficient in math
- Team Oriented
- Possess good organizational, verbal, written skills
- Must be attentive to detail, reliable and able to follow standard filing procedures
- Must be able to work independently and have strong problem solving skills
- Ability to work with employees and vendors in a professional manner
- Proficient in Microsoft Office and Abila software experience a plus

Education, Qualifications, Certifications, Trainings, Licenses:

- Associate's degree in Accounting, Business or related field
- A combination of education, training and experience that results in a demonstrated efficiency to perform the work may be substituted
- 2-5 years of experience in Accounting area
- Non-Profit accounting/accounts payable experience is a plus
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul

Reporting to this position: None

Physical Demands/Effort/Work Environment:

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.