
ACCOUNTS RECEIVABLE/PAYABLE SPECIALIST JOB DESCRIPTION

The Association of Community College Trustees (ACCT) is comprised of over 520 governing boards, and over 6,500 trustees who govern public and private community, technical and junior colleges across the U.S. For more information about ACCT go to www.acct.org.

ACCT seeks an Accounts Receivable/Payable Specialist with accounting knowledge, skills, and experience providing services to non-profits. The position will work onsite at our downtown headquarters in Washington, DC. This position is responsible for managing both accounts receivable and accounts payable functions within the organization.

The Accounts Receivable/Payable Specialist will report directly to and work closely with the Senior Accounting Manager to ensure the receivable and payable operations of the organization run smoothly. The Accounts Receivable/Payable Specialist will be responsible for processing bills, remitting invoices, reconciling accounts, assisting with month-end closing procedures, maintaining accurate financial records, and office administrative support. This includes proper maintenance of vendor and customer accounts and ensuring appropriate documentation. The Accounts Receivable/Payable Specialist plays a vital role in managing the organization's cash flow by ensuring both incoming and outgoing payments are handled efficiently and accurately.

This position is part of a bargaining unit of ACCT staff represented by OPEIU Local 2.

The duties listed below are the essential functions of this position and are subject to change based on the needs of the organization.

Accounts Payable (AP)

- Process invoices, issue payments, and maintain accurate billing records.
- Verify proper coding to expenses charged through the billing process.
- Route incoming invoices through the approval workflow for proper approval
- Issue, track, and reconcile travel advances.
- Reconcile associated AP accounts including but not limited to, Accounts Payable, Prepaid Expenses, Credit Card expenses, etc., while resolving discrepancies.
- Assist in financial reviews and audits, generating reports as needed.
- Respond to client, vendor, and employee inquiries with exceptional customer service.
- Resolve billing issues, such as discrepancies or disputes, through communication with clients and stakeholders.
- Prepare and file sales and use tax returns, 1099, as well as assisting in other state, local, or federal reporting in a timely manner.
- Maintain accurate and complete billing records and reports.
- Assist with other accounting and finance functions as needed.

Accounts Receivable (AR)

- Review and prepare project-based invoices, ensuring coding and billing data is accurate and complete.
- Responsible for processing AR transactions, including the recordation of cash receipts, posting transactions, and making banking deposits as needed.

- Review and communicate any short payments with the internal and external owner.
- Process and remit refunds, credits, etc., upon approval.
- Monitor and follow up on outstanding invoices to ensure timely client payments.
- Prepare monthly reconciliations and resolve discrepancies for associated Accounts Receivable accounts including, but not limited to, Accounts Receivable, Deferred Revenue, and other related revenue accounts ensuring balances agree to sub-ledger, general ledger, as well as external and internal prepared reports.
- Maintain and manage accurate files to ensure the accuracy and compliance of financial records.
- Provide ad-hoc reporting on an as needed basis.
- Other special projects, program analysis, duties, and miscellaneous accounting-related tasks as needed.

Office Administrative Support:

- Maintain order and readiness for the conference room and workroom
- Monitor inventory and order supplies as needed for office and break room
- Manage and distribute incoming mail, deliveries
- Process outgoing mail; monitor postage status and add postage as needed Submit work orders, schedule repairs for office space and equipment, oversee the scheduling and work done onsite by vendors (i.e., copiers, printers, phone support)
- Answer calls and monitor voicemail from main office phone number

Education/Training/Experience

- Bachelor degree in Finance, Accounting, Business Management or a similarly related field. Education may be supplemented based on experience.
- The ideal candidate for this position should have a minimum of 3 years of recent accounting experience in an office environment.
- Experience with cloud-based accounting system is strongly preferred.

Skills & Abilities Required

- 3-5 years of experience in accounts payable, accounts receivable, or general accounting
- Strong analytical and critical thinking skills with meticulous attention to detail.
- Ability to manage time effectively to ensure that projects are equally balanced.
- Ability to manage a fast-paced environment and often changing priorities.
- Strong commitment to see a task through to completion.
- Excellent verbal and written communication skills.
- Have strong analytical skills and attention to detail to manage financial transactions effectively.
- Proficient computer skills using Microsoft Suite of products such as Outlook, Word, and Excel. Ability to use and understand excel formulas and utilize data sorting.
- Familiarity with accounting practices, such as double-entry bookkeeping, with an emphasis on nonprofit accounting practices.
- Must be able to work independently with little or no supervision.
- Ability to work well within a team.

ACCT offers a competitive salary for this position annualized at \$74,000 – \$84,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits. Please forward a letter of interest and resume to: hr@acct.org. Must pass criminal, credit background check, and professional references check.

ACCT is committed to hiring and retaining a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.