

## JOB POSTING

**Position Title:** Accounts Payable Coordinator  
**Position Category:** Non-Exempt, Full-Time  
**Department:** Operations  
**Reports to:** Controller  
**Flexible Hybrid:** work from home/downtown office  
**Direct reports:** n/a  
**Salary range:** \$45k-50K

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### Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

### Who Are You?

If you a team player and are willing to **learn and advance** than OAI is for you. Are you a numbers person and problem solver? Do you love working in A/P, have attention to details and sweat the small stuff? Are you are the most organized person you know and love a good spreadsheet If this is you, we need you to join our team!

The Accounts Payable Coordinator reports to the Controller and processes all the components of accounts payable and payroll with the ability to assist in cash management and accounts receivable. The Accounts Payable Coordinator will also ensure timely monthly billing to various funders by preparing financial reports together with the necessary backup documentation.

### Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or

genetics.

## **How to Apply?**

To apply, submit cover letter describing your interest and experience along with your resume to [oaihr@oaiinc.org](mailto:oaihr@oaiinc.org)

## **Key Areas of Responsibilities:**

### **Accounts Payable**

- Acts as primary Accounts Payable contact for vendors, management, and program directors. Maintain vendor records in the accounting system.
- Distribute and track agency purchase orders and maintain records of receipt of goods and services.
- Review/code/input incoming invoices from contractors, utility bills, employee reimbursements etc.
- Prepare and execute weekly check run that have reached the 30-45-day mark or by due date. Be able to use AvidXchange software proficiently.
- Maintain vendor information including W-9 and prepare annual 1099's for distribution.
- Communicate and enforce purchasing policies and payment requisition procedures with OAI staff and vendors.
- Verifying costs are allowable and have proper approvals prior to entry in FUNDEZ.
- Communicate with vendors and employees and resolve payment problems and other issues.
- Periodic examination of cost saving potential available through alternate vendors.
- Monitor Expensify for expenses reports of employee personal reimbursements and credit cards
- Monitor credit card activity for reporting purposes (American Express, Capital One and Dell)
- Review/code/input FSA reimbursements in FUNDEZ.
- Save all vendor invoices electronically in a proper system for ready reference by signers for approval.
- Save all monthly journal entries in an electronic format for approval of Executive Director/Chief Operating Officer as soon as the month is closed

### **Payroll**

- Assist Budget Manager with Run payroll report from Clicktime to complete payroll spreadsheet and submit to Payrollmaxx/Asure
- Work with Budget Manager to complete in-house payroll spreadsheet utilizing the payroll report from Payrollmaxx/Asure and payroll percentage report from Clicktime
- Assist Budget Manager with preparing journal entries for each payroll and post it to the general ledger.
- Work with Budget Manager to electronically process 401(k) employee deferral and employer matching after every payroll. Complete 401K entry on the Alerus 401k website

### **Other Responsibilities**

- Assist with annual external audit and periodic audits by funding agencies
- Run Payable reports from FUND-EZ
- Enter and process monthly allocations of benefits and expenses in FUND-EZ as part of the month end close
- As per request from the accounting department, prepare timely and accurate invoicing together with appropriate documentation
- Cross train in areas of cash management, accounts receivable, and monthly reconciliations
- Update the cash tracking of bank accounts on a daily basis

### **Required Qualifications:**

- Associates Degree in Accounting with 2-4 years' AP experience or BS in Accounting with 1-2 years' AP experience
- Experience in accounting with knowledge of federal, state, and county funding
- Spreadsheet expertise in Microsoft Excel
- Experience with FUND-EZ software preferred
- Knowledge of Accrual Accounting, Federal, State and County Funding, Uniform Guidance and GAAP
- Proven ability to meet daily, weekly and monthly deadlines
- Good organizational and time management skills
- Good interpersonal and communication skills
- Ability to work independently and as part of a team
- Ability to work in a hybrid office setting with most days remote and some days in the office, as required.