

JOB POSTING

Position Title: Accounts Payable Coordinator

Position Category: Non-Exempt, Full-Time

Department: Operations

Reports to: Director of Finance

Flexible Hybrid: Remote/downtown Chicago office

Direct reports: n/a

Salary range: \$48k-52K

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?

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 Director of Finance 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

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. Communicate with vendors and employees and resolve payment problems and other issues.
- 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. 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 procedures with OAI staff and vendors.
- Verifying costs are allowable and have proper approvals prior to entry in accounting system.
- Periodic examination of cost saving potential available through alternate vendors.
- Monitor credit card activity and process employee expense reports in Expensify.
- Review/code/input FSA reimbursements in FUNDEZ.
- Save all vendor invoices electronically in a proper system for ready reference by signers for approval.
- Responsible for monthly journal entries and approval from Executive Director/Chief Operating Officer.

Payroll

- Work with Budget Manager to run payroll reports and complete in-house payroll spreadsheet
- 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
- Prepare timely and accurate invoicing together with appropriate documentation, as needed.
- Assist in gathering backup documentation for monthly vouchering
- 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:

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