



Job Title: Accounts Payable Specialist

There are two part-time position openings (3 days, 24 hours a week). One position works Monday, Tuesday and Thursday; the other position works Monday, Wednesday and Friday. Qualified applicants should send an email with cover letter and resumé to developmentdirector@rafikicoalition.org.

GENERAL SUMMARY

The scope of work for the position includes the timely processing of vendor and contractor invoices who provide services and goods in support of Rafiki's program and administrative activities.

RESPONSIBILITIES:

Accounting

- Receive and distribute all incoming mail to appropriate personnel.
- Review, prepare voucher, and apply g/l codes, and enter into QuickBooks all incoming scheduled expense invoice charges, ie, rent, utilities, telephone, maintenance and repairs, equipment rental, insurance, and information technology.
- Receive and enter into QuickBooks program staff voucher with attached original invoices for vendors and contractor provided goods and services.
- Schedule all vendor and contractor invoice payment in QuickBooks in a manner to allow for such payments to reach their designated destination no later than a day before their "due" date.
- Hold meetings as needed with management to coordinate the payments of vendor and contractor invoices with available cash flow on hand..
- Investigate all past due amounts on invoices to assure there is no duplication of payments
- Contact vendors, contractors, and/or the appropriate Rafiki staff to request an e-mail or fax copy of current month invoices if the invoices have not been received.
- Request from program staff Form W-9 for all contractor invoice payments.
- Implement and maintain a file maintenance system by date for all "unpaid" vendor invoices.
- Maintain color- coded alpha filing system for all vendor and contractor "paid" invoices by program.

Administrative

- Correspond with vendors when appropriate.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating, and purging.
- Perform additional and miscellaneous job-related duties as directed by the Director of Finance & Administration in support of the mission, goals, and objectives of the department.

(continued)



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PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting or business or at least minimum of 2-3 years of general accounting experience.
- Familiarity with accounting terminology and procedures.
- Excellent data review and processing skills.
- Detail oriented.
- Good communication and interpersonal skills.
- Ability to analyze and solve problems.
- Organized and neat.
- Ability to work with little or no supervision.
- PC-literate (QuickBooks Online and Microsoft Office software, including Word, Excel, etc.).
- Must have reliable transportation.
- Must have strong file maintenance management skills.
- Must be personable and like to interact with staff and the general public
- Must be non-smoker.

Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities