



Position Title: Accounts Payable and Disbursement Manager
Department: Finance
Exemption: Exempt
Last updated: December 2022
Reporting To: Corporate Controller

Job Summary:

Reporting to the Corporate Controller, this role will be responsible for the timely and accurate management of the Accounts Payable process in its entirety, from invoice receipt to disbursement settlement. The position will work closely with Directors and other departments on areas including invoice control and approvals, expense reporting and credit card management. Hybrid in office and WFH.

RESPONSIBILITIES:

- Responsible for accounts payable duties, including reviewing and entering bills, check requests, petty cash, expense reports in accounting system Sage Intacct and management of all expenses to ensure their accuracy and completeness in AP and the general ledger.
- Perform weekly check run(s) (both checks and ACH) ensuring timely payments of vendor invoices and expense vouchers along with proper authorization and documentation.
- Communicate with vendors or various internal departments to resolve accounts payable and payment status or issues
- Create Purchase Orders and ensure proper distribution
- Audit and process monthly credit card bills/ statements
- Work on month and year-end closings
- Provide documentation to Staff Accountant/AR Specialist for timely billing and tracking of reimbursable contract costs.
- Responsible for maintaining vendor files, obtaining and verifying IRS forms such as W9 and issuing 1099 tax forms, while maintaining confidentiality at all times
- Assist with calendar year and year-end audits
- Ensure compliance with internal controls in accordance to organization's policies and procedures
- Ensure that all vendors paid with Federal funds are not noted as suspended or debarred on the System for Award Management (SAM) website and backup is retained electronically for documentation purposes.
- Perform analytical and ad hoc projects as requested by Corporate Controller, CFO & Various Departments

Requirements:

- Bachelor's Degree in Business Administration, Finance, Accounting or similar
- AT least 3+ years of progressive Accounts Payable experience
- Non-profit Grant experience a plus
- SAGE Intacct Software experience a plus
- Advanced computer skills



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- Strive to deliver the highest customer service experience to all internal and external customers
- Excellent organizational, interpersonal and communication skills, and attention to detail
- Ability to exercise discretion and confidentiality
- Experience working in a multi corporate entity structure