

Baden Street Settlement of Rochester
152 Baden Street
Rochester, New York 14605

JOB DESCRIPTION

POSITION: Accounts Payable /Accounting Clerk
REPORTS TO: Finance Director
JOB TYPE: Full-time, Mon-Fri 37.5 hours/week
DEPARTMENT: Finance Department

DESCRIPTION:

Under the supervision of the Finance Director and in accordance with the policies of the Board of Directors, the Accounts Payable (A/P) Clerk is responsible for processing Agency invoices and expense reports, resolving AP issues, coordinating the upkeep and maintenance of agency vehicles, and providing administrative support to the Finance department.

Accounts Payable Responsibilities:

- Process agency expense requisitions including obtaining required approvals.
- Code and enter all AP transactions to proper accounts and departments.
- Enter electronic payments to vendor accounts.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Reconcile AP detail with general ledger.
- Maintain vendor files and records including W-9 and 1099 reporting.
- Generate AP Aging, Transaction and other reports.
- Help with internal and external audits as required.
- Special projects as assigned.

Administrative Responsibilities:

- Maintenance of the US Postal machine for agency.
- Manage requests and the purchase of office supplies for agency.
- Assist with bank deposits.

Transportation Coordinator Responsibilities:

- Schedule transportation requests
- Manage vehicle inspections and repairs for compliance with Department of Transportation regulations
- Responsible for the mileage reporting on a monthly basis
- Maintain a 19-A file for each driver

EDUCATION, EXPERIENCE AND SKILLS:

- Associates or Bachelor's Degree in accounting, finance or related experience.
- 2-3 years previous experience working with Account Payable required.
- Previous experience working in a nonprofit environment, including multiple program allocations and funding helpful.
- Experience with AP accounting system software required, Blackbaud Financial Edge NXT a plus.
- Proficiency in MS Office, Excel.
- Demonstrated ability to communicate effectively and work cooperatively with culturally diverse persons, staff, vendors and multiple service provider agencies.
- High degree of accuracy and attention to detail.
- Excellent organizational, time management and problem solving skills.
- Flexibility and willingness to learn and assist with other accounting tasks as needed.

To apply, please submit resume, cover letter and compensation requirements to: slong@badenstreet.org

Baden Street Settlement is a nonprofit organization that improves the quality of life of adults, children and families of neighborhood residents. Baden Street Settlement programs include Daycare, Pre-School & After School programs; Mature Adults recreation and resource center; Alcohol & Chemical Addiction counseling and treatment, and Emergency & Family Assistance.