



Job Description

Job Title	<i>Accounts Receivable & Accounts Payable Manager (AR/AP)</i>
Department	<i>FRSP Rapid Rehousing-Family</i>
Reports to	<i>TBD</i>
Location	<i>Washington, DC</i>
Position Type	<i>Regular, Full-time</i>
Exemption Status	<i>Non-exempt</i>
EEO Classification	<i>5120</i>
Date	<i>January 24, 2024</i>

General Summary

We are seeking an accomplished and detail-oriented Accounts Payable Manager to join our team. The ideal candidate is a seasoned AP Specialist with a profound understanding of fundamental bookkeeping and accounts payable principles, coupled with exceptional analytical and problem-solving skills. The successful candidate will be highly organized, thrive in both independent and collaborative work environments, and exhibit excellent verbal and written communication as well as interpersonal skills. The ability to perform effectively under pressure in a demanding work environment is crucial.

As the Accounts Payable Manager, you will play a pivotal role in ensuring the accurate, efficient, and timely processing of a high volume of accounts payable invoices, as well as managing payments to creditors. This includes maintaining comprehensive accounts payable records, offering budget, grant invoicing, and financial reporting support, and managing vendor relationships.

Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

End-to-End Accounts Payable Cycle

- Entering and negotiating extended terms with vendors when necessary.
- Managing both physical and digital accounts payable files and driving continuous improvements to accounts payable workflow.
- Will be responsible for processing all invoices received for payments and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.
- Execute the day-to-day operations of the accounts payable function.
- Ensure accurate and on-time cost allocation and recording of invoices, expense reports, contract agreements, and other financial transactions.
- Submit biweekly unpaid bills package for review and approval by CAFO or designated representative.
- Issue all General Fund payments and oversee the processing of select program payments.
- Prepare and/or assist in the timely and accurate preparation of reimbursement invoices for Government grants and other grantors.
- Ensure program travel expense reports and purchase card spending reconciliations are submitted and reviewed timely.
- Monitor A/P aging and reconcile bank statements.



Compliance and Regulation

- Stay informed about government grant funding regulations and compliance requirements.
- Implement and enforce policies and procedures to ensure adherence to funding guidelines.

Vendor Management

- Maintain positive relationships with vendors and resolve any payment-related issues.
- Periodically analyze vendor accounts for accuracy and reasonableness.
- Negotiate favorable payment terms and discounts to optimize cash flow.

Financial Analysis

- Provide regular financial reports related to accounts payable to senior management.
- Assist in budgeting and forecasting processes as they relate to accounts payable.

Audit Preparedness

- Maintain well-organized accounts payable physical and digital files by status (received, recorded, paid, and disputed).
- Prepare for and participate in internal and external audits related to accounts payable.
- Ensure all reports, reconciliations, approvals, and supporting documentation are accurate and readily available for audits.

Process Improvement

- Stay abreast of new payment processing tools and applications.
- Identify and recommend opportunities for process improvements and implement efficiency measures.
- Streamline accounts payable workflows to enhance overall financial operations.

Cross-Functional Collaboration

- Collaborate with other departments, particularly finance and grants management, to ensure seamless integration of financial processes.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 5 years of experience in accounts payable management.
- Thorough understanding of government grant funding regulations and compliance.
- Proficient in accounting software (e.g., QuickBooks) and Microsoft Excel.
- Proven ability to calculate, post, and manage accounting journal entries.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication and interpersonal skills.
- Commitment to a high degree of accuracy and attention to detail.
- Advanced computer and data entry skills.
- Experience with new systems integration a plus.
- Can personally identify with the lived experiences of our primary constituents.
- Must successfully complete a criminal background investigation;



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- Excellent organizational and time management skills.
- Effective verbal, oral, and written communication skills.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.

Working Conditions

The employee will be working in a normal office setting to include a possible hybrid schedule.

Physical Requirements

While performing the duties of this opportunity, the employee will frequently sit, stand, walk, and reach. May need to lift files or packages periodically.

Other Duties

This job description is intended to describe the general nature and work performed by employees but is not a complete list of activities, duties, or responsibilities required of personnel. Furthermore, other duties, responsibilities, and activities may change or be assigned at the discretion of the employer.

Direct Reports

None

Signature

The employee signature below constitutes the employee acknowledging receipt of the requirements, essential functions, and duties of the position. The Greater Washington Urban League is an at-will employer.

Employee Name: _____

Employee Signature:

Date: _____

Approved By:	
Date Approved:	
Reviewed:	