



Job Title: Accounts Payable Specialist
Reports To: VP of Finance

Employment Status: Hourly

Job Summary:

Habitat for Humanity MidOhio is seeking a detail-oriented and reliable Accounts Payable Specialist to join our Finance team. The ideal candidate will be responsible for managing the organization's accounts payable processes, ensuring timely and accurate payment of invoices, and maintaining strong relationships with vendors. This role is crucial in supporting Habitat MidOhio's mission of building and improving homes for those in need.

Essential Duties and Responsibilities

- **Invoice Processing:**
 - Review, verify, and process all incoming invoices for accuracy, proper coding, and approval.
 - Enter invoices into the accounting system and ensure timely payment according to vendor terms.
 - Responsible for running reports and reconciling them to the general ledger.
 - Reconcile check and payment reports.
 - Manage recurring payments, utilities, and other regular expenditures.
- **Vendor Relations:**
 - Communicate with vendors to resolve discrepancies, answer questions, and provide payment status updates.
 - Maintain and update vendor files, including W-9 forms and other necessary documentation.
- **Payment Management:**
 - Prepare and process weekly check runs, ACH payments, and wire transfers.
 - Ensure proper documentation and authorization for all payments.
 - Monitor accounts payable aging reports and address any overdue balances.
- **Reconciliation and Reporting:**
 - Reconcile accounts payable transactions and monthly statements to ensure accuracy.
 - Assist in month-end closing processes, including journal entries and accruals related to accounts payable.
 - Prepare and analyze accounts payable reports as needed for management review.
 - Responsible for running accounts payable reports and reconcile to general ledger, along with check / payment report reconciliations.
- **Compliance and Documentation:**
 - Ensure compliance with company policies and procedures, as well as legal and regulatory requirements.
 - Maintain organized and up-to-date records of all accounts payable activities, both physical and electronic.

- Provide support for Grant reporting and compliance (check copies, invoices, canceled checks)
- Prepare year-end 1099 forms for vendors.
- Assist with year-end audit request from external auditors
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- **Team Collaboration:**
 - Work closely with the finance team and other departments to support organizational goals and projects.
 - Participate in process improvement initiatives to streamline accounts payable operations.

Job Requirements:

- **Education:**
 - Associate's degree in Accounting, Finance, or a related field preferred; equivalent work experience may be considered.
- **Experience:**
 - Minimum of 5 years of experience in accounts payable or a similar finance role.
 - Experience with accounting software (e.g., Sage, QuickBooks) and proficiency in Microsoft Office, particularly Excel.
 - Experience in maintaining and handling a large volume of paper invoices and documents.
- **Skills:**
 - Strong attention to detail and accuracy in processing financial information.
 - Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
 - Strong communication and interpersonal skills, with the ability to work collaboratively with team members and vendors.
 - Ability to handle sensitive and confidential information with discretion.
- **Other Requirements:**
 - Commitment to the mission and core values of Habitat for Humanity MidOhio.
 - Ability to work independently and as part of a team in a fast-paced environment.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.

To apply, please email Martin at mharris@habitatmidohio.org