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JOB POSTING

JOB TITLE: Accounts Payable Specialist
REPORTS TO: Controller
SCHEDULE: Monday - Friday
STATUS: Full Time, non-exempt, 40 hours per week

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for the financial processing and reporting of transactions for the organization.

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate for this position is \$25.00-\$26.92 per hour commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

RESPONSIBILITIES:

- Contract tracking, vendor maintenance as well as reconciliations, schedules, and preparations for audit and annual 1099 processes.
- Develop, implement, and maintain process for PO tracking including balance reporting and management follow up when costs exceed PO value.
- Record, match and process corporate credit card transactions.
- Establish and maintain relationships with new and existing vendors, tracking contracts, obtaining W-9s and resolving all issues.
- Process all due invoices, payments, and expenses with accurate coding, preparing checks and ensuring prompt payment and discount use.
- File invoices and expense reports.
- Monitor compliance with document retention policies.
- Pursue collections of NSF checks and over payments.
- Manage W-9 file and annual 1099 process, ensuring vendors receive 1099 forms and resolving all issues.

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- Carryout various record keeping activities/monitoring of various business accounts, including but not limited to cell phones, insurance, etc.
- Continue to improve the payment process via system or process enhancements where appropriate.
- Perform other duties as assigned.

QUALIFICATIONS:

- BA/BS in accounting, finance preferred, or 3 years' experience in similar role
- Knowledge of GAAP accounting principles.
- Proficiency in Excel is required and experience in Sage accounting system.
- Good computer skills with an ability to learn new software packages.

REQUIREMENTS AND SKILLS:

- Understanding of basic principles of finance, accounting, and bookkeeping.
- Excellent organizational and communications skills, both verbal and written.
- Ability to work independently with limited supervision, while still a strong team player.
- Ability to work effectively with a diverse group of people.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and work in a fast-paced environment and exercise excellent judgment in representing the organization.
- Ability to sit or stand for extended periods of time.
- Must be able to lift up to 25 lbs.
- General knowledge of the use of various types of office equipment.

President and CEO

Date

Direct Supervisor:

Date:

Applicant:

Date: