



ABOUT THE COMPANY

Founded:	1981
Mission:	To prepare foster and community youth to reach their greatest potential
Values:	Trust, Respect & Compassion

JOB DESCRIPTION

Position Title:	Accounts Payable Coordinator
Employment Classification:	Full-time; Hourly; Non-Exempt
Reports to:	Controller
Department:	Finance

Position Summary:	Responsible for accounts payable processing in Financial Edge and entering donations into Raisers Edge, various financial and accounting duties such as month-end financial statement closing process, including the preparation of journal entries, banking for daily cash deposits and assisting the Controller in any other financial tasks as necessary.
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Major Areas of Responsibility:

- Review all invoices for appropriate documentation and approval prior to payment
- Review GL distribution coding on all invoices for accuracy
- Prepare Cash Requirements report for Controller to review prior to the check run
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Audit and process credit card bills
- Set up new vendors in the financial software and maintain the vendor W-9 files
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Prepare 1099 Annually
- Entering all donations into Raisers Edge software
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Participate in the financial statement month-end closing process
- Support the Controller in preparation of information related to financial audits of the organization
- Support the Development Department with collection of funds at events, and reconciliation and reporting of fundraising event results
- Other duties as assigned



Knowledge, Skill and Experience Requirements:

- 2+ years of experience in Accounts Payable, preferably in the nonprofit industry
- High School diploma required
- Proficient in Microsoft Office applications, 10-key by touch
- Knowledge of Blackbaud software, including Financial Edge and Raisers Edge a plus
- Strong written and oral communications skills
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation's mission, vision and values
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Details oriented, professional attitude, reliable

Working Environment/Physical Requirements:

Primarily an office job. Occasional driving to meetings/trainings (if applicable). Physical requirements include standing, sitting, typing, bending and lifting up to approximately 15 lbs.

Modification to work schedule may be made based on need of the Foundation.

Orangewood Foundation is an Equal Opportunity Employer.

A FEW WORDS FROM OUR EMPLOYEES...

“ I've always wanted to work at a place where I can make a real difference in a young a person's life. At Orangewood Foundation, I'm able to do that!”

- Karlos R.

“ Since my first day at Orangewood Foundation, I immediately enjoyed the atmosphere and the feeling of teamwork. The team allows you to take the lead and helps you grow.”

- Priscilla T.

“ Orangewood puts the needs of youth first. We have the flexibility to meet youth where they are at.”

- Lily K.



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