

Position title: Accounts Payable Processor
Department: Finance
Reports to: Accounting Director



Sigma Phi Epsilon Fraternity (SigEp) seeks an energetic and dynamic accounts payable professional to be responsible for the payables processing for the Fraternity and two subsidiaries. This important position will contribute to the success of the organization by ensuring payables are entered in a timely and accurate manner for the successful completion and delivery of monthly financial statements. The ideal candidate will have experience in a multi-company environment, have familiarity with accrual accounting, and will be quick to learn and highly collaborative.

Overall Responsibility:

This part-time role is responsible for all administrative activities in connection with accounts payable, including filing, scanning and mailing of payments for the goods and services purchased by the Fraternity and its subsidiaries. This role also serves as an auditor, ensuring invoices are accurate and that proper accounting procedures have been followed for the purchasing and payment of goods and services.

Key Tasks & Responsibilities:

1. Review and verify all invoices and expense reports for appropriate documentation and approval prior to entering invoices into the A/P system and issuing payment.
2. Process credit card payment transactions.
3. Monitor transactions for compliance with policies and procedures.
4. Print and distribute all accounts payable checks and requests for ACH transactions.
5. Maintain all accounts payable reports, spreadsheets and accounts payable files.
6. Prepare monthly accounts payable reconciliation.
7. Other duties as assigned.

Required Skills:

- Excellent customer service skills
- Solid understanding of basic bookkeeping and accounting principles
- Excellent data entry skills
- General math skills
- Tech savvy

Qualifications:

- Associate degree in accounting or four years of accounts payable experience
- Experience working in a multi-company environment
- Experience working in Financial Edge and SAP Concur is desirable
- Able to adapt to changing business conditions
- Proficient in MS Office
- Excellent analytical and organizational skills

How to Apply:

To apply for this position, submit a cover letter and resume to sigep.career@sigep.net.

About Sigma Phi Epsilon:

Headquartered in Richmond, Virginia, Sigma Phi Epsilon (SigEp) is an American college fraternity with more than 14,000 undergraduates on 200+ campuses across the United States. Established in 1901, its mission is “Building Balanced Men,” which is achieved through a continuous member development program focused on academic achievement, healthy lifestyle choices and leadership development. The Fraternity currently maintains a 3.20 national GPA.

SigEp is committed to providing equal opportunity in all of our employment practices to all qualified applicants and employees without regard to age, race, color, sex, sexual orientation, religion, national origin, disability or any other category protected by federal and state law.