

Sigma Phi Epsilon

Position title: Accounts Payable Specialist

Reports to: Finance Director

Position Description:

This 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. Individual must ensure invoices are accurate, coded to the correct G/L, properly approved, and that proper accounting procedures have been followed for the purchasing and payment of goods and services.

Key tasks & responsibilities:

- Manage the Accounts Payable inbox. Communicate effectively and professionally with vendors, department heads, etc.
- 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.
- Process purchasing card payment transactions using Concur and ensure items are properly coded.
- Monitor transactions for compliance with policies and procedures.
- Print and distribute all accounts payable checks for multiple accounts and request ACH transactions. Ensure proper cash monitoring before disbursements occur and forecasting future payments.
- Maintain all accounts payable reports, spreadsheets and accounts payable files.
- Prepare monthly accounts payable reconciliation.
- Assist with schedule preparation, reporting, and bank reconciliations
- Run and distribute reports including budget to actual department reports and make adjustments as necessary.
- Other duties as assigned.

Qualifications:

- Associate degree in accounting or higher
- At least 3 years in an accounts payable/accounting role
- Knowledge of Accrual accounting
- Proficient in Microsoft Excel: vlookup, pivot tables
- Experience working in a multi-company environment
- Ability to distribute invoices and costs by department and project
- Able to adapt to changing business conditions
- Strong attention to detail and high level of accuracy

- Excellent analytical, customer service and organizational skills
- Works well with high degree of autonomy
- Experience working in Financial Edge is desirable
- Salesforce Experience desirable
- Must be able to pass a background and credit check

About Sigma Phi Epsilon:

Headquartered in Richmond, VA, 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.

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.

How to Apply:

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