



## **Accounts Payable/Receivable Specialist**

Position title: Accounts Payable/Receivable 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 that invoices are accurate, coded to the correct G/L, properly approved, and proper accounting procedures have been followed for the purchase and payment of goods and services. Individual is responsible for receiving payments, reconciling to batches and depositing payments. Individual will create and distribute invoices and reporting.

### **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 purchasing card payment transactions.
3. Monitor transactions for compliance with policies and procedures
4. Print and distribute all accounts payable checks for multiple accounts and request ACH transactions
5. Maintain all accounts payable reports, spreadsheets and accounts payable files
6. Prepare monthly accounts payable reconciliation.
7. Receive payments, reconcile to batches and create deposits
8. Download reports, reconcile to batches, process for upload into financial system
9. Assist with account reconciliations
10. Run and distribute reports
11. 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
- Proficiency in Microsoft Excel, vlookup
- Experience working in a multi-company environment
- Ability 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 desirable
- Salesforce experience desirable

### **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.

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 [jobs@sigep.net](mailto:jobs@sigep.net).