

FAIR Accounts Payable Manager

Job Description

Time required: Approximately 5 hours per week

The Accounts Payable Manager:

1. Maintains knowledge of FAIR and a personal commitment to its goals and objectives
2. Understands financial accounting for nonprofit organizations
3. Works to ensure that all FAIR bills are paid in a timely manner
4. Develops and presents to the Finance Director policies and procedures regarding accounts payable, including approval policies and reimbursement policies
5. Ensures, in cooperation with the Treasurer, that expenditures are approved by the proper budgetary authority
6. Ensures accurate payment of reimbursements to volunteers
7. Reports to the Finance Director
8. Performs other responsibilities as assigned by the President, the Executive Board, or the Governing Board

The Accounts Payable Manager should have:

- Consistently excellent written, oral communication, and critical thinking skills
- Experience in business accounting or collections with experience in a non-profit setting highly desirable
- Excellent computer skills
- A high level of energy and commitment to the mission and goals of the organization
- High attention to detail and strong organizational skills
- An associate's degree in Business or Accounting or the equivalent education or Experience