



Accounts Payable

REST Job Description

ROLE SUMMARY: The Accounts Payable position will lead all day-to-day operations of the accounts payable department, including accounts reconciliation, accounts payable and recording accounts receivable, general ledger, payroll, audit, and financial record keeping. They will help identify opportunities to improve efficiencies. Desired individual will have advanced experience with Quickbooks for Non Profits, experience working in the nonprofit setting, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well in a fast-paced environment. This position reports directly to the Business Manager.

ROLES

- Maintain books of account:A/P, credit card & reconciliation, petty cash, indirect expense allocations, & journal entries
- Complete payroll functions using Payroll Northwest for both hourly and salaried employees, including all required reporting
- Maintain accurate and timely distribution allocation and reporting for REST 403b retirement account
- Prepare monthly/quarterly/year-end financial statements for Director of Operations & Finance and Executive Director
- Oversee internal system of handling funds, such as reimbursements, petty cash, fundraising income, record retention
- Maintain current & accurate financial record keeping and documentation in QuickBooks, in accordance with company policy

and GAAP.

RESPONSIBILITIES

- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Maintains accounting ledgers by verifying and posting all account transactions
- Monitors accounts to ensure payments are up to date, including electronic transfers and auto payments
- Pays vendors; schedules and prepares checks; resolving invoice, or payment discrepancies and documentation
- Maintain petty cash by recording entry; verifying documentation
- Keeps up to date payroll records and pays employees via Payroll Northwest by receiving and verifying timecards' accuracy;
- Maintains historical records by filing documents
- Maintains 1099s and provides support with 990 tax preparation
- Assist with preparation for any audits/tax documentation/requested financial reporting for grant applications/reviews
- Provide ongoing support for account moves/adds/changes
- Safeguard finance data, including security and computer backup

- Performs special projects and duties as assigned

QUALIFICATIONS

- All REST employees must agree with the REST Statement of Faith
- Possesses 3-5 years accounts payable, general ledger and nonprofit accounting experience
- Knowledge of QuickBooks Nonprofit accounting software
- Knowledge of general accounting procedures & GAAP standards
- Proficient in Windows or Macintosh operating systems and with Microsoft Office, Google Drive, internet, data entry and

management, and Payroll Northwest experience a plus

- Anticipates needs without oversight, focuses on tasks at hand and efficient follow-through
- Strong administrative skills along with interpersonal skills in working with a variety of personalities and situations
- Ability to effectively organization and prepare back up documentation to support any financial information reported externally

Schedule: Part time Flexible. Independent contractors are also welcome to apply

Location: REST Office

Hours: 20-30 hours per month

Rate: \$20.00 to \$25.00 -/hr DOE