



JOB DESCRIPTION

Job Title: Accounts Payable Specialist **Reports to:** VP, Chief Financial Officer
Salary Grade: 7 **FLSA:** Exempt
Salary Range: \$50,000 - \$55,000 **Status:**
Location: Raleigh Main Office/Hybrid **Prepared:** April 1, 2024
Remote (Based in North Carolina)

Who we are: Carolina Small Business Development Fund (CSBDF) is a nonprofit and certified community development financial institution (CDFI). We are passionate and committed to providing support to small businesses across the state. Our Mission is to foster economic development in underserved communities by providing capital, business services, and policy research to support small businesses. CSBDF provides assistance to small business in four major ways: as a partner, as a trusted guide, as an advocate for small business, and as an accessible funding source. Our work supports our vision to create economic opportunity for all people.

Nature of Work: The Accounts Payable Specialist may perform a variety of technical accounting functions. Normal activities will focus on managing all Accounts Payable functions. Additional areas could include adjusting journal entries, serving as back up on some accounts receivable functions, help prepare and/or generate financial statements, and performing a variety of support duties.

Supervision Received/Exercised: Works under the general supervision of the VP, Chief Financial Officer and has no direct supervisory responsibilities.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Finance/Fiscal Functional Area (Accounting):

- Manages Accounts Payable functions by processes accounts payable/vendor payments, ensuring overall contract compliance and appropriate back-up documentation accompanies each payment request.
- Inputs data into the accounting system using A/P, A/R, and General Ledger.
- Reconciles accounts.
- Tracks company credit card charges and reconciles monthly statements.
- Supports the Controller and CFO with month end close and financial reporting.

Administrative Functional Area:

- Maintains system for all vendor contracts.
- Files 1099's



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- Directs all vendor relationships.
- Works to ensure approval process for purchase orders for all purchases.
- Handles daily mail including recording and scanning checks.

Qualifications:

Experience:

- Bachelor or Associate's degree in Accounting, Business Administration, or related field preferred.
- Experience in accounting and finance preferred.
- Any combination of experience and training that can be considered equivalent to the education preference.

Knowledge:

- Basic accounting theories, budget system, and procedures.
- Knowledge of accounting policies, procedures, and standards.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).

Skills/Abilities:

- Understands and applies accounting standards and procedures, internal controls, and applicable Federal and State, rules and regulations.
- Reviews and verifies accuracy of accounting records to identify and reconcile any errors.
- Reconciles general ledgers and bank accounts.
- Maintains and supports a shared collaborative team culture in person and virtually.
- Good analytical ability and attention to detail.
- Effective written and verbal communication skills.
- Ability to meet reasonable deadlines and prioritization of workflow within a changing fast paced work environment.

Living our Values:

- **Live with Integrity:** Maintain consistency between one's values and one's actions and commitment to the common good of CSBDF through the application of sound moral and ethical principles, especially through engagement with our financial compliance.
- **Embrace Diversity:** Demonstrate commitment of diversity through reasonable engagement with varying financial thoughts and views.
- **Be Efficient:** Provide exceptionally efficient and effective guidance for the fiscal/finance function to drive sound business decisions.
- **Aligned Accountability:** Align organizational mission, vision, and values as a champion for our culture to achieve business outcomes.
- **Maintain Trust:** Maintain an environment of trust through a servant leadership that drives performance results in our organization.
- **Build Stability:** Promote innovation of products and services with our compliance to improve economic access for all as an individual, team, function, and organization.



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Physical Demands:

The physical requirements and activities that are required to perform the essential functions of the positions include, but may not be limited to, as follows: Work is primarily sedentary but may involve some physical exertion during visits with the course of normal work activities, and travel to meetings, conferences or workshops in other cities, sit or stand for extended periods of time, squat, kneel, stoop, regularly use fingers, hands for computer work. As an exempt employee, extended hours may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Work involves the normal risks or discomfort associated with a standard office environment and is usually in an area that is adequately heated, lighted and ventilated.

Compensation: \$50,000 - \$55,000 per year

We offer a competitive salary that depends on prior experience. Our benefits package includes: Medical, Dental, Vision, Life, Short and Long Term Disability Insurances, 401k Account with employer match, plus generous vacation, sick, and holiday paid time off.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer, including disabled persons and veterans.