

**Job Title:** Accounts Payable Manager  
**Department:** Finance  
**Reports To:** Controller  
**FLSA Status:** Exempt

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk(\*) indicates that the job duty and responsibility is to be considered an essential function of the job as defined in the American Disabilities Act.

**Responsibilities:**

Provide support to the controller in performing the organization's accounting and reporting functions. These functions include:

- \*Manage accounts payable for multiple entities and multiple sites along with multiple funds
- Follow all processing procedures and guidelines
- \*Ensure compliance with all purchase order and invoice approval hierarchies
- \*Provide excellent customer service to both internal and external contacts
- Enter and post approved invoice into accounting software
- Prepare aged payables reports weekly to determine cash requirements
- Process weekly check disbursements and submit for signature
- Maintain accounts payable records in an organized manner for multiple entities
- Correspond with vendors including preparation of credit applications and respond to inquiries in a timely manner
- Manage all vendor accounts for all entities
- Track sales tax receipts and complete monthly sales tax returns and payments
- Review and match vendor invoices to purchase orders and resolve any discrepancies
- Obtain approval of vendor invoices with no purchase order
- Review coding of vendor invoices and purchase orders for accuracy
- System administrator of purchase order software system (Microix)
- Some general ledger entries each month
- Track and enter monthly expense accruals
- Prepare all form I 099s annually
- Manage and administrate all credit card accounts
- Support of annual financial and retirement plan audits and tax return preparation
- Perform other duties as requested by the Controller and other members of the organization

**Qualifications**

- Two-year associate's degree in accounting or commensurate experience
- Experience in not-for-profit and fund accounting, preferred
- Proficiency in Microsoft Word and Excel
- Knowledge of accounts payable practices and procedures
- Proficiency with computer-based accounting applications
- Strong analytical, written and verbal communication skills
- Ability to be flexible and adaptable to changes in a fast-paced environment
- Ability to keep projects well organized and appropriately prioritized
- Familiarity with MIP Fund accounting software

- Ability to work independently without direct supervision and work cooperatively with all levels within the organizations
- Ability to work effectively as part of a team in a collaborative environment

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