

**NEO Philanthropy, Inc.
Accounts Payable Specialist**

Overview:

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grantmaking funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor advised funds and develop organization and field-focused capacity building initiatives.

Scope of Work:

Reporting to both the Chief Financial Officer (CFO) and the Assistant Controller, the Accounts Payable Specialist (A/P Specialist) is mainly responsible for performing and managing the accounts payable (A/P) process, including invoice review/entry, weekly payment run, recording/reconciliation of NEO's corporate credit card transactions. The A/P Specialist will assist the Assistant Controller with the month-end and year-end close by making accurate and timely entries. The position will also assist the CFO with the annual audit, 1099 and 990 preparation.

Responsibilities:

Accounts Payable

- Manage the accounts payable function:
 - Review vendor invoices, grant payments and reimbursements for appropriate documentation.
 - Ensure that all supporting documents are in compliance with internal guidelines and policies.
 - Make accurate A/P data entries.
 - Ensure that the weekly payment processing (check & ACH/wire) is done on a timely manner.
 - Working with the Staff Accountant, review, reconcile and post corporate credit card transactions.
 - Maintain consultant schedules and encumbrances timely and accurately.
 - Handle vendor communication or correspondence via phone or email.
 - File, maintain, and distribute A/P documents, records, and reports.
- Maintain a strong financial control environment.

General Ledger/Accounting

- Assist the Assistant Controller with the month-end and year-end close by preparing monthly and quarterly journal entries.
- Reconcile various accounts by identifying errors in posting or omissions.

Audit/ 1099/ 990

- Assist the CFO with the annual audit and 990 process by preparing necessary schedules.
- Review for accuracy and ensure timely filing of annual 1099's.

Other Responsibilities

- Backup responsibilities for other Finance Team members when needed.
- Other duties, or special projects as assigned by the CFO and Assistant Controller.

Qualifications:

- Bachelor's degree in finance/ accounting or related field
- 2-3 years of relevant and progressive work experience with a non-profit organization;
- Solid understanding of not-for-profit accounting principles and Generally Accepted Accounting Principles (GAAP);
- Strong verbal and written communication and interpersonal skills;
- Strong ability to analyze financial information and reports;
- Advanced working knowledge and proficiency in MS Excel;
- Knowledge of financial software operations (Fund E-Z a plus but not required);
- Work effectively and collaboratively in a team environment as well as independently;
- Manage multiple tasks in fast-paced work environment and meet deadlines; highly organized and detail-oriented; and
- Mission-driven and passionate about social justice.

How to Apply:

No calls, please. Interested applicants should send a resume and cover letter with salary requirements to: slim@neophilanthropy.org.

Compensation: Salary is commensurate with experience. NEO offers a competitive package of benefits.

Application Deadline: Until filled.

Hiring Policy: NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.

Only those whose applications are being considered will be contacted.