

Accounting AR/AP Specialist

Have you begun or are looking to start your career in the association space? Would you like to develop a passion for working with member associations and furthering their profession? Are you looking for your next challenge with an association that is in growth mode? Our opportunity is the kind that doesn't come around very often.

NIGP is on the hunt for an Accounting AR/AP Specialist to join our team.

A talented professional to join our dynamic group of professionals that will be deeply dedicated to advancing our members profession. While work experience and educational preparation are certainly important, we don't just hire the best resumes, we hire talented individuals that are a great fit for our culture and values first.

We are looking for someone who wants to learn and grow their career, they should have an entrepreneurial spirit, be inclined to ask questions. An individual that brings with them new ideas and is not afraid to be a part of success.

The Accounting Specialist is responsible for Accounts Payable, Accounts Receivable, General Ledger and other related documentation. This position is responsible for assisting with our month-end close, and 1099 reporting and provides support during year-end close.

NIGP's Accounting AR/AP Specialist...

- Perform routine clerical accounting duties within a fast-paced finance department while adhering to established standards.
- Serve as a resource for AR and AP
- Execute accurate reporting, filing, and database management in multiple systems.

Your Key Responsibilities will be:

45% Accounts Payable NIGP

- Process outgoing payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate any discrepancies by reconciling vendor accounts and monthly vendor statements.
- Generate reports detailing accounts payable status.
- Understand expense accounts and cost centers, as well as the yearly budget.
- Understand compliance issues around accounts payable process (W9, sales tax, non-profit exemptions, etc)
- Maintain, audit, and update online vendor master files and W-9 submissions.
- Void and Reissue checks

- Responsible for A/P payments through online vendor websites, AvidXchange, wire transfers, ACHs and e-checks.
- Responsible for monthly company credit card statements and review back up documentation from users in Tallie.
- Process and pay online State and Federal Agencies payments.
- Book postage monthly
- Process stop payments through online banking or AvidXchange, requesting refund for the stop payment fee.
- Process and distribute 1099 forms
- Responsible for scanning, verifying scan quality, and maintenance of digital AP Files
- Maintain electronic banking information for vendors.
- Prepare weekly Cash Flow Report, including check reconciliation and follow-up on old outstanding checks.
- Review staff and volunteer reimbursements and process payments.
- Assist with some purchasing and reporting.

45% Accounts Receivable/General Ledger

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Follows steps to ensure monthly invoices are submitted to the proper channels.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files and contacts delinquent account holders to request payment.
- Creates reports regarding the status of customer accounts as requested.
- Research customer discrepancies and past-due amounts.
- Files and retrieves materials for accounts receivable as needed.
- Other related duties as assigned.
- Serves as backup to Customer Care credit card payments.
- Close batches daily for checks and CC payments (in-house and online), invoices, and adjustments for all departments (Education, Membership, Webinars, etc.)
- Verify refund requests (CC and Checks)
- Maintain electronic copies and files for A/R payments batches.
- Save credit card payment processing batches daily.
- Responsible for troubleshooting credit card transactions
- Manage expiring credits.

10% Monthly Close Support and other duties

- Reconcile AR and AP
- Book funds when added to the mail machine
- Book bank EFT transactions monthly
- Book FSA monthly
- Payroll review.
- Collaborates with the HR Manager to monitor, verify, and update retirement contributions to the 403B plan, ensuring timely transfers via EFTs
- Complete requested vendor forms

Your Ideal Skills and Abilities:

- Knowledge and practical experience in accounting software databases Sage Intacct, as well as office software programs such as Microsoft Word and Excel and other accounting related software
- Reliable and dependable
- Excellent time management skills
- Ability to work independently
- Ability to provide excellent customer service to members and staff
- Ability to prioritize projects, handle multiple tasks
- Excellent verbal/written communication skills. Ability to maintain good interpersonal relationships

Your Minimum Qualifications are:

Any combination of education, experience, and training equivalent to:

- Associate degree in accounting
- 3-5 years of experience in standard bookkeeping functions
- AP and AR Certification preferred.
- Prefer nonprofit association experience.

At NIGP, we are committed to provide competitive salaries that are equitable and reflect the requirements and responsibilities of the position. In addition, we continuously benchmark our benefit package.

Effective August 1, 2023, NIGP will be 100% virtual for most employees. We will retain offices in the Herndon area for employees who are local and within a commutable distance (under 100 miles). This is the office where NIGP employees gather for events. For the right person, this can be a 100% remote position.

At NIGP, we offer a very generous benefits package, which includes retirement (contribution and match), medical/dental/vision, company paid life/ad&d/std/ltd as well as PTO, 11 paid Holidays a year as well as a paid end of the year shut down.

NIGP is an Equal Opportunity Employer, that values the strength diversity brings to the workplace. Individuals with Disabilities and Protected Veterans are encouraged to apply. EOE M/F/D/V are encouraged to apply.

To apply, please email resume along with salary history/requirements to careers@nigp.org.