



## **FINANCE ASSOCIATE – ACCOUNTS PAYABLE**

This position serves as a Finance Associate specializing in Accounts Payables (AP) reporting directly to VBCDC's Finance Manager with final oversight from the CFO.

### **Financial Associate – Accounts Payable Duties and Responsibilities (Essential job functions)**

- Process invoices for payment; ensure proper coding and approvals in accordance with VBCDC's purchasing policy. More specifically,
  - Ensuring invoices are input into the financial system with the vendor invoice number, date, and due date for proper aging.
  - Match invoices with work orders, purchase orders, change orders and research discrepancies. Ensure the acknowledgement of goods or services received prior to any payment.
  - Ensure invoices are properly attached electronically to the Real page and electronically filed.
  - Ensure ACH payments are approved, verified, and properly posted.
  - Ensure accounts payable subledger is reconciled to the general ledger without exception.
  - Ensure payments are made from invoices and not vendor statements.
  - Ensure timely payment of invoices, including taking advantage of vendor discounts.
  - Weekly submission of aging report prior to the payment of vendors
    - Ensure proper aging of invoices according to invoice date and due date.
    - Generation of a check register for the inclusion of check signing
- Input approved vendors with required documentation (W9, COI)
- Ability to record and process payments for multiple entities.
- Reconcile all credit card accounts.
- Review and reconcile general ledger expense accounts for work processed each week.
- Run open Purchase Order reports weekly for status updates and coordinate with the departments to ensure the timely closure of outstanding purchase orders.
- Obtain Vendor W-9 to ensure annual 1099 reporting.
- Respond to vendor inquiries as needed. Ability to bring unresolved issues to upper-level management's attention in a timely manner.
- Assist in year-end audit work paper preparation.
- Assist the Finance Team in Month-end reporting.
- Performs other related work as required.

## Minimum Education, Experience, Skills and Character Requirements

- Bachelor's degree in accounting with a minimum of 2 years' experience.
- Excel and other Microsoft office Experience; Real Page/ One-site accounting software.
- Technical aptitude, high level of accuracy, detail oriented; strong analytical and Communication skills.
- Capable of working both independently and as part of a team.
- Property management accounting a plus.
- Great understanding of internal controls over accounts payable and its relation to the financial statements as a whole.
- Knowledge of accrual basis and Non-profit accounting.
- Two years of affordable housing experience preferred.
- A strong passion for providing all Americans with affordable housing.
- Ability and commitment to support and actively build on VBCDC's "Family Style" corporate culture. Maintaining confidently and operating with great character and integrity.
- Ability to comprehend, understand, and interpret organizational and environmental factors that could affect the success of projects and programs.

VBCDC offers a generous benefits package which includes, health, vision and dental insurance, life insurance, LTD, vacation, personal, sick leave and paid holidays, and a 403(b) tax sheltered annuity, and training and development. **Please submit a thoughtful cover letter with salary requirements, and resume to [careers@vbcdc.org](mailto:careers@vbcdc.org).**

### Physical Demands/Work Environment

\* While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Partner must be available for seasonal work hours that may include evenings and weekends.

Job Type: Full-time, Not Eligible for Remote Work