

Accounts Payable Associate – Team Finance

Start Date: Immediate
Team: Finance
Location: Brooklyn, NY (New Haven, CT also possible)

About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 11,500 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the geographies we serve. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is “cool to be smart” that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First seeks an Accounts Payable Associate, who will support the AP processing for 34 academies as well as the charter management organization. Reporting to the Director of Finance, this position will be instrumental in helping our vendors get paid quickly as we build upon our scaling with excellence strategies.

Responsibilities of the Accounts Payable Associate will include but are not limited to:

- Work with the AP Associate to ensure the timely payment of vendor payables and employee expenses.
- Review of invoices and accompanying source documents to comply with policies and control procedures.
- Cutting of checks and preparation of check batches for delivery to schools.
- Resolving any discrepancies and/or payment inquiries by effectively following up with assigned vendors/employees in a timely manner.
- Assisting in the development, implementation and monitoring of accounts payable policies, procedures, and controls to ensure the most effective use of resources in conjunction with audit and GAAP compliance.

- Researching and resolving complex payments and vendor escalated issues.
- Supporting the year-end 1099 reporting process.
- Supporting the annual audit process as it related to Accounts Payable and expenses.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Charging expenses to accounts and budget codes by analyzing invoice/expense reports.
- Recording and posting of Accounts Payable entries and transactions.
- Verification of vendor accounts by reconciling monthly statements and related transactions.
- Record keeping and maintenance of the Accounts Payable files.
- Protection of organization's value by keeping information confidential.
- Other duties as assigned by the Director of Finance.

Skills and Characteristics

The candidate must demonstrate competency in the following areas:

- **Attention to detail.** Thinks critically about the details of a task at hand. Has an uncommon ability to catch errors at a glance and “sweats the small stuff” in planning and execution.
- **Proactive and ambitious.** Possesses an insatiable desire for answers and information, constantly researching and establishing new contacts and resources.
- **Work Ethic.** A determined individual willing to do “whatever it takes” and also shows maturity, humility, strong work ethic, sense of humor, and a “roll-up-my-sleeves” attitude.
- **Organization and project management.** Keeps track of upcoming, ongoing, and past work product. Understands shifting priorities and deadlines and can juggle multiple and varied projects simultaneously.
- **Communication with stakeholders.** Excellent oral and written communication skills. Gears communications towards the target audience and employs negotiation and buy-in skills as needed. Audiences include candidates, school leaders, teachers, parents, vendors, and State compliance agencies.
- Knowledge of Concur Invoice on-demand service
- Knowledge of Sage MIP accounting systems preferred.
- Knowledge of accounting in a not-for-profit setting and GAAP.
- Understanding of general ledger accounts, specifically within the Accounts Payable setting.
- **Data analysis.** Intermediate to advanced Excel skills strongly preferred, including multi-function formulas, pivot-tables, and formatting techniques. Uses shortcuts to work quickly and efficiently.

Educational Background and Work Experience

The ideal candidate for this position will have a Bachelor’s Degree in a related field and **2+ years** of Accounts Payable experience. Candidates with an Associate’s Degree and significant experience are also encouraged to apply.

Compensation

Salary is commensurate with experience and education level. Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/for more information about our practices>.

To Apply

Send resume and cover letter to:

Tara Farling
Director, Team Finance
tarafarling@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.