Accounts Payable Senior Associate – Team Finance

Start Date: Immediate
Team: Finance
Location: NY/CT/RI

About Achievement First:
Achievement First, a non-profit 501(c)3 charter school management organization, operates 41 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America’s children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 15,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Accounts Payable Senior Associate at Achievement First is part of Team Finance and reports to the Controller. This position is responsible for managing the accounts payable process at Achievement First, including but not limited to processing payments in a timely fashion, reviewing all invoices, creating vendor profiles, and being the process owner of Concur, Amazon Pay and Stripe.

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

● Process owner and point of contact for Concur, Amazon Pay and Stripe
● Work with members on Team Finance to increase synergy and consistently look to improve processes
● Responsible for being the final reviewer and approver on all invoices to release payments via Concur.
● Liaison between schools and Network Support
● Review and approve all vendor requests via Concur and ensure W9 is on file prior to approving the vendor.
● Upon inquiry, stop a check payment to either void or reissue a vendor payment.
● Print checks in-house (from office) for either expedited payment or to send with attached documents
● E-file yearly 1099s by January 31st.
● Ensure we do not go over our credit line for pay-by-invoice by making sure schools are paying invoices within our Net 60 terms
● Answer tickets via Zendesk to help resolve AP issues faced by AF staff.
● Collaborate with key stakeholders to order PPE supplies on behalf of the schools; as well as submitting invoices on their behalf.
● Review payment manager on Concur to ensure all payments are successfully issued and released
● Update authorized signers on corresponding check stocks

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- Add or remove check stock when needed
- Responsible for responding to all IRS inquiries regarding 1099s or other AP related issues
- Assign invoices to corresponding user for submission.
- Review co-worker's import files from Concur into MIP (accounting software).
- Ensure upload of payments into our corresponding bank accounts.
- Approve or deny payments when the bank flags payments that might be considered fraud.
- Compare approved COVID relief awards with transactions coded to this Fund to find any missing or incorrectly coded transactions.
- Manage NS WFH Allowance POs.
- Work with member on Team Finance to develop a purchase order system

**Skills and Characteristics**

- Knowledge of AP processes and systems, Concur experience a plus
- Strong Microsoft Word and Excel skills and the ability to manage data quickly to inform decisions
- Ability to work well with others in a fast paced environment, ability to work to become proficient in memorizing and understanding standard operating procedures and practices.
- Ability to communicate with all levels of employees, especially Senior Management and school-based Directors.
- Maintain a high degree of professionalism and ethics while handling sensitive and confidential material.
- Results-oriented individual
- Strong Organizational skills
- Detail-oriented individual
- Understanding of internal controls related to AP, formulating and enforcing policy, and developing and implementing new strategies and processes.
- Strong analytical and decision-making skills
- Excellent oral and written communication skills
- Ability to work independently and as a member of a broader team
- Belief in the Achievement First mission and educational model

**Educational Background and Work Experience**

- Bachelor’s degree in Accounting, Finance, Business
- Minimum of 3 years of experience in AP
- Knowledge of Concur, Amazon Pay and Stripe is a plus

Achievement First is an Equal Opportunity Employer
Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply
Send resume and cover letter to:

Faisal Jawaid, CPA
Controller
Achievement First
Email: FaisalJawaid@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. You can learn more about diversity at Achievement First here: http://www.achievementfirst.org/about-us/diversity/.

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. Click here to read our full policy.