

Accounts Payable 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 14,000 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
- Manage, review, and approve employee expenses and allowances
- Manage check stocks and payments
- Collaborate with key stake holders to order supplies on behalf of the schools and submit appropriate as well as submitting invoices
- Provide assistance to AF staff in resolving AP issues
- Responsible for the filing 1099s and addressing any corresponding issues
- Ensure payments are logged correctly in corresponding banks accounts
- 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

Compensation

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

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/>.

To apply, [follow this link](#).

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.