

## **Accounts Payable/Receivable Specialist**

### **Job Description**

#### **THE POSITION**

The ideal candidate will be responsible for the timely and accurate research, coding, and processing of financial accounting data for payables and receivables. It is essential that the candidate brings strong organizational and communication skills, as well as a drive for accuracy, efficiency, and dependability.

#### **WHO WE ARE**

Dunham+Company is a full-service Christian marketing and fundraising company that helps faith-based nonprofits grow their impact for the Kingdom. We do that by developing and executing fully integrated marketing, fundraising and communications strategies that result in year-over-year growth in donated revenue and constituency engagement. Through our comprehensive suite of services, each client organization is provided the highest level of marketing, branding, media, and fundraising expertise available to nonprofits today.

#### **RESPONSIBILITIES**

- + Ensures all vendor and customer invoices have proper approvals prior to processing
- + Accountable for all Accounts Payable and Accounts Receivable deadlines and works closely with the Accounting Manager and other staff to ensure those deadlines are met
- + Maintains a positive and friendly attitude with all customer and vendors; has the knowledge to handle all situations with professionalism and confidence
- + Responsible for collecting, tracking, and maintaining up to date vendor and customer information, with current contact and payment information, and any related documents

- + Maintain complete records of electronic documents and an organized electronic filing system
- + Perform month-end and year-end financial close activities within required deadlines as assigned
- + Reconcile balance sheet accounts monthly including recording journal entries to the general ledger as assigned
- + Actively seek out and implement accounting-related process improvements
- + Reconcile and record employee expense reports, ensuring all reports have proper approval and billable expenses have been properly recorded and billed to customers

### **ACCOUNTS PAYABLE**

- + Processes vendor invoices as received, accurately entering all data into Company accounting systems
- + Verifies vendor invoices are billed and coded accurately to job and period according to project documentation
- + Creates vendor profiles and communicates with vendors, if required documentation not received
- + Process AP payments as assigned, for review and approval by the Accounting Manager & the Controller
- + Proactively communicates with vendors and Company contacts when payments are not processed within terms
- + Promptly answers all vendor inquiries with accurate information

### **ACCOUNTS RECEIVABLE**

- + Process daily cash receipts and ensure payments are recorded and coded accurately to job and bank accounts according to Company policy. This includes processing/posting of daily remote deposits, ACH and wire transfers
- + Processes customer invoices as assigned, accurately entering all data into Company accounting systems

- + Verifies customer invoices are billed and coded accurately to job according to project documentation and customer requirements
- + Actively monitors accounts receivable collections and effectively communicates with customers and Company client team
- + Communicates and Problem Solves when questions/issues are initiated from other departments

## **QUALIFICATIONS**

- + Associate/Bachelors Degree preferred in Business, Finance, or Accounting, or equivalent education and experience
- + 5 years prior Accounts Payable and Accounts Receivable experience
- + Proficient in Microsoft Excel, with skill testing provided
- + Broad knowledge of general ledger accounting, monthly close and reporting, A/R and A/P
- + Strong attention to detail, analytical, effective communicator and problem-solving skills

## **WHAT WE OFFER**

- + Employment with a purpose
- + Competitive Hourly Wage
- + 24-30 hours a week with a flexible schedule of 4- or 5-day work week