



## Part-time Accounts Payable Specialist

### Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration, and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

### General Purpose/Description

The Accounts Payable Specialist (AP Specialist) is a part-time, non-exempt position responsible for coordinating accounts payable activities, including managing approval flow, processing invoices and working with vendors and managers across the organization to resolve any discrepancies. The AP Specialist will also train with CCA's Payroll Manager and assist with payroll processing and other payroll-related activities when needed. For purposes of reporting, this position is considered non-essential.

### Essential Duties and Responsibilities

#### Accounts Payable

- Review vendor invoices for proper authorization signatures and general ledger coding and direct any G/L or department coding questions to CFO or Accounting Coordinator.
- Monitor the invoice upload inbox to ensure all billing items are being addressed promptly.
- Route new invoices to appropriate manager, monitoring approval status, and notifying managers if invoice not approved timely.
- Submit approved invoices for payment weekly.
- Process company credit card payments; assemble all back-up documents and review information prior to processing payments.
- Research discrepancies on invoices and contracts, work with vendors to reconcile accounts.
- Respond to client, vendor and customer questions/needs.

- Maintain accurate vendor information e.g., addresses, phone numbers, Federal ID numbers, remittance details, etc.
- Maintain tax-exempt vendor list
- Prepare credit application for new vendors.

### Accounting Support

- Monthly bank account reconciliations.
- Compile accurate year end data for processing of 1099 tax forms and assist in preparing documents.
- Assist with preparation of sales and use tax returns
- Assist in the compilation of data for SCFD zip code reporting.
- Prepare reports as requested by CFO
- Copying, scanning, filing, organizing invoices and other accounting department documents.
- Other projects, as assigned by CFO

### Payroll

- Train with Payroll Manager in UKG Ready payroll system to enter personnel data, process timesheets, and prepare and submit a payroll, backup Payroll Manager when out of office.
- Assist human resources with payroll and benefit related tasks.

### **Reporting Relationships**

Reports to Chief Financial Officer and works closely with the Accounting Coordinator, Payroll Manager, and department managers.

### **Preferred Skills**

- 2 plus years in a full-cycle accounts payable role.
- Solid understanding of basic accounting principles.
- Experience using accounting software; QuickBooks, a plus
- Experience working in a payroll system; UKG, a plus
- Proficient in the use of excel, creating and maintaining spreadsheets containing basic to mid-level computations and formulas.
- Exceptional attention to detail and highly developed organizational skills.
- Excellent communication skills, both oral and written.
- Highly effective at managing priorities, workflow and follow-up.
- Unquestionable ability to maintain confidentiality, keeping sensitive information secured.
- Ability to resolve discrepancies, troubleshoot issues, and find solutions.

## **Behavioral Traits and Attitudes**

- A quick study, with a desire to learn new technologies and grow their accounting skills.
- High level of commitment to exceptional customer service
- Able to maintain a professional, collaborative relationship with fellow team members, management, clients, outside partners and vendors.
- Ability to work well independently, as well as in a team environment.
- Can adjust work to accommodate expected and unexpected changes.
- Positively accepts and provides feedback.

## **Additional Requirements**

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality, customer service, striving to provide a high-quality guest experience through every action taken.