

## Accounts Payable and Data Administrator



**Date:** May 31, 2022

**Reports to:** Director of Accounting

### **BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-aged children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced- price meal program.

During the 2020-2021 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

### **POSITION SUMMARY**

Reporting to the Director of Accounting, the Accounts Payable and Data Administrator is a full-time role responsible for coordinating and processing Program Manager and Program Coordinator reimbursement requests as well as program related vendor invoicing. The position is also responsible for data management in the customer relationship management (CRM) and general ledger system (Blackbaud). Position will be based in our Louisville, KY office and will be a hybrid of in-person and remote work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Print and process all Program Coordinator reimbursement requests and vendor invoicing that comes through the accounts payable email.
- Retrieve vendor invoices from vendor sites.
- Ensure all amounts on reimbursement requests and invoices are accurate and coded with the correct fund numbers.
- Compare reimbursements/invoices requested to balance currently in program fund to ensure that the program has adequate funding to pay the request and work with Program Managers to resolve funding issues.
- Assist with program and donor data entry following the organization's guidelines and timetables.

## **BASIC QUALIFICATIONS AND SKILLS**

- High School diploma
- Minimum of two years business experience
- Demonstrated success in past roles that required a high level of detail-oriented tasks
- Experience in accurately collecting, organizing, entering data into business systems
- Experience in CRM and general ledger software systems
- Proficient in Microsoft Office, with a high level of proficiency in Excel
- Hands-on, collaborative workstyle, comfortable in a hybrid office/remote work environment
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges
- Demonstrated strength in communications skills, both written and verbal
- Demonstrated commitment to accountability, measuring outcomes, and a result-oriented culture
- Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment

## **PREFERRED QUALIFICATIONS AND SKILLS**

- Associates Degree in accounting, finance, or data management
- Nonprofit business sector experience
- Blackbaud experience

## **BENEFITS**

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b)

**Interested individuals should send cover letter and resume to [carolb@blessinginsinbackpack.org](mailto:carolb@blessinginsinbackpack.org)**

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