



Accounts Payable Coordinator

Posting Date: April 5, 2023

Reports to: Director of Accounting

Hiring Range: \$45,000-\$50,000

BACKGROUND

[Blessings in a Backpack](#) 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 2021-2022 school year, Blessings helped make more than 3.1 million hunger-free weekends possible for kids at over 1,100 schools across the country.

POSITION SUMMARY

Reporting to the Director of Accounting, this full-time position ensures all invoices are entered accurately, efficiently, and promptly, supports the Louisville office with administrative needs, and provides a high level of customer service to volunteers, vendors, and Blessings employees. Basic bookkeeping and accounting skills are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure proper vendor setup and maintain complete and accurate vendor files.
- Maintain organized paper/electronic files of vendor W-9s, contracts, invoices, and supporting documents.
- Process all invoices and reimbursement requests received from vendors, volunteers, and Blessings office locations.
- Audit invoices, reimbursement requests, and statements for accuracy, appropriateness, and documentation/support.
- Communicate with vendors, volunteers, and employees to resolve issues with invoices and reimbursement requests in a professional and timely manner.
- Upload a positive pay report after each check run to the bank website to avoid fraudulent check activity.
- Manage store purchasing cards (Walmart, HEB, Publix, Kroger, etc.) and oversee distribution, cancellation, and troubleshooting of cards.

- Manage company credit cards including issuance, lost/stolen cancellation, and filing claims for any fraudulent activity.
- Upload credit card spreadsheets to SharePoint for coding and receipts.
- Assist with annual audit, year-end 1099 process, and special projects as needed.
- Purchase and manage all office supplies for Louisville office.
- Maintain office equipment, including systems maintenance and troubleshooting of copier and postage machine.

BASIC QUALIFICATIONS AND SKILLS

- Minimum of two years business experience in accounts payable, bookkeeping, or general accounting.
- Proficient in Microsoft Office with advanced skills in Excel.
- Hands-on, collaborative workstyle, comfortable in a hybrid office/remote work environment.
- Demonstrated analytical skills, ability to think creatively.
- Demonstrates strong organizational and time-management skills, with outstanding attention to detail and ability to uphold deadlines.
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges.
- Demonstrated strength in communication skills, both written and verbal.
- Strong teamwork orientation with focus on collaboration for results.
- 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

- Associate degree in accounting, finance, or related field
- Nonprofit 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)

The candidate will work a hybrid schedule with 2-3 days in Blessings Louisville office and 2-3 days from home working remote. Relocation assistance is not available.

Interested individuals should send a cover letter and resume to carolb@blessingsinabackpack.org.

It is our policy as an Equal Employment Opportunity Employer to provide equal opportunity to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, military service in employment, marital status, genetic information, parental status, pregnancy, and/or any other protected classification, in accordance with applicable federal, state, and local laws.