



Title: Accounts Payable Clerk

Hours: Part-Time Hourly (20 hours/week)

Compensation: Competitive; commensurate with experience

Description: The Accounts Payable Clerk reports directly to the Controller, assists the Accounting & HR Supervisor in the Business Office, and is responsible for providing financial, administrative, and clerical support to the organization. The Accounts Payable Clerk is responsible for completing payments and controlling expenses, including by receiving, processing, verifying, and reconciling purchase orders, invoices, and disbursement requests in an accurate, timely, and efficient manner.

Qualifications:

- High School Diploma/Equivalent required.
- Understanding of basic bookkeeping and/or accounting a plus.
- Experience with the Accounts Payable process preferred.
- Experience with non-profit organizations and accounting, including tracking grant, project, and budgeted expenditures, preferred.
- Experience with Microsoft Excel and MS Office 365 preferred.
- Familiarity with Financial Edge accounting software preferred.
- Attention to detail and accuracy.
- Strong data entry skills.
- Positive and professional attitude toward vendors and colleagues.
- Strong verbal and written communications skills.
- Strong business acumen, organization, and reliable data management skills.
- Ability to manage multiple projects and prioritize.
- Must be able to work independently as well as in a team environment.

Duties:

- Processing all purchase orders received, including verifying approvals, ensuring proper GL coding, ensuring proper project codes applied, filing open purchase orders, reconciling purchase orders with invoices received, and following up on, and resolving, open purchase orders for which invoices have not yet been received.
- Processing invoices and vendor statements, including matching invoices with purchase orders, ensuring proper approvals, ensuring sales taxes were excluded where applicable, and entering the invoices into the Accounts Payable system.
- Assisting the Controller with ensuring timely payment of invoices, including taking advantage of discounts, by reviewing the Aged Accounts Payable report regularly, recommending invoices for payment prior to due date.
- Ensuring that monthly/recurring vendor payments are made accurately and timely.
- Processing checks, including matching invoices and supporting documentation to the printed checks, securing check signatures, mailing/distributing checks, and filing the check stub and supporting documentation by vendor.
- Processing payments for certain vendors online, and recording recurring payments drafted automatically from the organization's bank account.
- Processing employee expense reports, including verifying approvals, ensuring proper GL coding, ensuring proper project codes applied, providing a copy to the Accounting & HR Supervisor for payment through payroll, and recording the expenses in the Account Software via journal entry.
- Processing credit memos and voiding payments when necessary.
- Setting up new vendor files and new vendors in the Accounts Payable system, securing completed W-9 forms for all vendors, and identifying Form 1099 recipients.

- Assisting the Controller with the preparation and issuance of Forms 1099 at year-end to vendors, the IRS, state, and city.
- Maintaining complete vendor files in accordance with the Museum's record retention policy, including moving records to storage area.
- Preparing miscellaneous reports, analysis, and other duties as assigned.
- Assisting with requests during the annual financial statement audit and Form 990 preparation.
- Assisting with ordering office supplies and maintaining sufficient quantities on hand.
- Maintaining positive vendor relationships.
- Maintaining confidentiality of financial information.

To apply:

Send a brief cover letter and your resume in an e-mail to Jennifer Blasy, Controller at jblasy@phillyseaport.org. No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.