Position: Accounts Payable Clerk

Program: Administration

Supervisor: Chief Financial Officer

Salary: $17.50 per hour (20 to 24 hours per week, remote)

Job Description: The Accounts Payable Clerk is responsible for receiving, verifying, and processing vendor invoices for payment in a timely manner. This position will primarily be remote, with occasional in office time.

Duties and Responsibilities:
- Process all incoming vendor invoices by reviewing the invoice for accuracy, coding to the proper fund and general ledger account, and assigning approvers
- Work with vendors to set up ACH payments
- Review and reconcile any invoice discrepancies
- Address and respond to vendor inquiries
- Review and process employee credit card bills and expense reimbursements
- Work closely with the Controller to ensure proper coding and timely processing of invoices

Qualifications:
- High School diploma. Associates degree in Accounting preferred
- 2-3 years experience with accounts payable or accounting
- Knowledge of basic accounting principles
- General knowledge of accounting software
- Proficient Microsoft Office knowledge and skills, specifically Excel spreadsheets
- High degree of attention to detail
- Strong time management and organizational skills
- Strong ability to work effectively as a member of a diverse team and ability to work in a small, fast-paced remote office environment and manage multiple tasks
- Strong written and verbal communication skills

Physical Requirements:
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Will require fine motor skills for typing and writing notes and data entry.

The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.

Candidate must have all the COVID-19 vaccinations, including the COVID-19 booster by the first day of employment.

Interested applicants should send a resume and cover letter to:
HumanResources@delcofoundation.org