



Job Title: Accounts Payable and Payroll Specialist
Department: Finance
Reports to: Controller
Effective Date: February 2023
Pay Range: \$22.00 - \$25.00 per hour

For more than 35 years, the Vermont Community Foundation has served Vermont families through philanthropy and building stronger communities. Our mission—***Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont***—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

Position Summary:

The Accounts Payable (A/P) and Payroll Specialist will work with team members on all activities related to AP and Payroll. Incumbent must possess strong communication skills to work with a wide range of vendors, grantees, and employees across the company of all levels. This position requires a high level of attention to detail.

Essential Functions:

Accounts Payable

- Invoice entry of AP invoices
- Review and reconcile vendor statements
- Review reimbursement expense reports and work with employees at all levels to ensure proper documentation is received
- Review credit card transactions and work with employees at all levels to ensure proper documentation is received
- Ensure W9s are received from all new vendors and process 1099s at year end ensuring accuracy of information
- Reconcile the AP subledger to General Ledger and other miscellaneous accounts monthly.
- Identify ways to improve processes related to accounts payable
- Analyze vendor statements and resolve issues
- Ensure vendors/transactions are accurately coded as 1099 able when necessary

- Set up new vendors timely
- Assist with audit and special projects as necessary

Payroll

- Responsible for payroll processing and accounting for the Foundation and its supporting organizations; including processing of payroll on a semi-monthly basis, general ledger posting, and year-end adjustments to ensure complete, accurate W-2 reporting
- Reconcile payroll data with general ledger regularly
- Resolve payroll related matters
- Communicate with employees as needed
- Work with HR Department as needed
- Maintain strict confidentiality related to all payroll matters

Essential Skills and Experience

- Work Experience in Accounting
- Bachelor's degree a plus but not required
- Proficiency with spreadsheets and accounting software
- Ability to maintain confidentiality
- Ability to interact well with coworkers and department managers
- Ability to communicate effectively with vendors
- Attention to detail, with interest in problem solving
- Fundamental understanding of accrual-based accounting
- Excellent organizational skills and attention to detail
- Self-motivated, willingness to be available for assignments as they arise
- Collaborative work style
- Ability to prioritize and ask clarifying questions when needed

Location

The location is flexible as this is a hybrid role but must be within driving distance to our Middlebury or Burlington locations.

Instructions for Applying

To apply, please send cover letter and resume to: careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.