



**Job Title:** Accounts Payable and Payroll Specialist  
**Department:** Finance  
**Reports to:** Controller  
**Effective Date:** July 2024  
**Pay Range:** \$24.00 - \$26.00 per hour

### **Working at the Vermont Community Foundation**

For more than 35 years, the Vermont Community Foundation has served Vermonters and their 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 (AP) and payroll specialist will work with team members on all activities related to AP and payroll. This position will need strong communication skills to work with a wide range of vendors, grantees, and employees across the organization at all levels. This position also requires a high level of attention to detail, discretion, and some analytical ability to troubleshoot.

### **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
- Order and cancel credit cards as needed
- Reconcile General Ledger accounts on a regular basis, as assigned
- Ensure W9s are received from all new vendors
- Process 1099s at year-end ensuring accuracy of information
- Identify ways to improve processes related to accounts payable
- Ensure vendors/transactions are accurately coded as 1099 able when necessary
- Set up new vendors
- Assist with audit and special projects as necessary
- Issue payments to vendors and grantees as informed by the company calendar
- Review supporting documentation regarding grants as supplied by involved departments
- Provide technical support for SAP Concur
- Deposit checks weekly

## **Payroll**

- Work with Senior Payroll and Benefits Specialist to process biweekly payrolls for three different organizations.
- Carry out appropriate proration and calculations for payroll changes
- Interact with employees on completing timecards in a timely way
- Help troubleshoot payroll discrepancies as needed

## **Essential Skills and Experience**

- Work Experience in bookkeeping or accounting role
- Experience with payroll a plus
- Experience with payroll services a plus, especially Paylocity
- Proficiency in Concur and Microsoft Suite preferred
- Ability to maintain confidentiality
- Ability to interact well with coworkers and department managers
- Ability to communicate effectively with vendors
- Excellent attention to detail, with interest in problem solving
- Excellent organizational skills and attention to detail
- Ability to work in a fast-paced environment
- Self-motivated, willingness to be available for assignments as they arise
- Collaborative work style
- Ability to prioritize and ask clarifying questions when needed

**Location:** This position may be hybrid with a minimum of 2 days per week in-person at our Middlebury office.

## **Instructions for Applying**

To apply, please send a cover letter and resume to: [careers@vermontcf.org](mailto: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.*