



Accounts Payable

Full Time | Emmitsburg, MD

March 2023

The National Fallen Firefighters Foundation (NFFF) is looking for an Accounts Payable to join our Finance team who is detail-oriented with excellent time-management skills and knowledge of the non-profit sector. He/she is responsible for analyzing and processing accounts payable transactions to ensure compliance with internal controls and accounting policies. Maintains and reconciles accounts payable ledger for federal and non-federal grants and month-end financial reports. Analyzes and resolves discrepancies in billings and payments and recommends improvements to accounts payable policies and procedures. Assists with year-end close procedures and annual audit preparation. Responsible for processing payments and responding to vendor inquiries. This is a full-time position working out of our Emmitsburg, Maryland, office location, and reports to the Chief Financial Officer.

Responsibilities

- Follows regulations and guidelines for nonprofit organizations under Generally Accepted Accounting Principles (GAAP)
- Records the activities of the investment accounts
- Codes incoming accounts payable invoices with the class and account number
- Ensures all calculations and amounts are covered on invoices and all required supporting documents are attached
- Records Account Payable invoices into the accounting software
- Prints checks or processes ACH
- Provides checks or ACH paperwork and supporting documents to CFO for check signing
- Mails accounts payable checks
- Assist with the monthly reconciliation of the cash accounts
- Monthly check that the accounts payable subledger agrees to the balance sheet
- Serves as a backup for the Financial Manager
- Prepares 1099 Forms at year end and mails to vendors and IRS
- Must work the National Fallen Firefighters Memorial Weekend (held annually in May).

Minimum Qualifications

- Associate degree in a related field required
- 3-years' experience in accounts payable or related field; preferably working in Non-profit
- Excellent working knowledge of QuickBooks and general ledger
- Knowledge of Non-profit finance regulations
- Strong working knowledge of Excel, Microsoft Word, and Outlook
- Strong understanding of math and calculations
- Ability to generate reports and find discrepancies

- Experience working with outside auditors
- Excellent attention to detail and time management skills to achieve deadlines
- Exceptional organizational and communication skills
- Must be able to multi-task and to meet deadlines
- Must be able to work independently
- Must possess a valid, state-issued driver's license and clear a criminal background check successfully

Physical Demands and Work Environment

The work is generally sedentary although there may be some nominal walking or standing for short periods. There may be times that require carrying heavy loads or lifting items that require only moderate physical ability or stress.

Work in this environment involves risks and discomfort common to those incurred in offices, meeting rooms, libraries, and the like. The safety precautions required are normal for those required in the locations above. The work area is adequately lighted, heated, and ventilated.

The National Fallen Firefighters Foundation (NFFF) is an Equal Opportunity/ Equal Access/Affirmative Action employer. The NFFF seeks excellence through diversity among its administrators, staff, and consultants. The NFFF prohibits discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

All applicants are asked to furnish the following documents/materials: Letter of application, Resume showing all pertinent work history, References (one personal and three job-related). This position will remain open until filled. The decision process will be comparative and may include the following steps: a review of received documents, checking of references, phone screening interview and potential interview of candidates.

If there are any questions or concerns regarding this posting and to apply for this position, please correspond with Lissette Garcia, Human Resources Manager at lgarcia@firehero.org.