



Accounts Payable Specialist

Position Announcement

Position Description

Urban Tilth has an immediate opening for an **Accounts Payable Specialist**. The Accounts Payable Specialist will be responsible for properly completing all accounts payable and payroll tasks for the organization.

Positions Responsibilities

- Scanning paper records to a digital format and properly filing all accounts payable documentation
- Entering and properly categorizing all expense reports
- Establishing and maintaining relationships with new and existing vendors
- Receiving and entering, and processing payment for all vendor bills, including recurring lease and other contract payments
- Accurately preparing and completing bi-monthly payroll
- Distributing payments to suppliers and employees
- Properly digitizing and filing all documentation of accounts payable activities
- Processing employer tax payments before deadline
- Complete worker's compensation audits before deadlines
- Work with accounting consultants to support month and year end closes and other accounting tasks related to accounts payable as needed
- Support annual preparation of 990s and annual external audit

Position Requirements

- Proficiency in Quickbooks online for nonprofits
- Working knowledge of non-profit bookkeeping
- 1-2 years experience managing payroll for nonprofits
- Excellent attention to detail and customer service
- Excellent listening and communication skills
- A profound love of numbers, the power of clear accounting and economic, social, racial and environmental justice

Compensation and Benefits

Salary range \$75,000-\$80,200

40 hours a week, Mon-Fri with weekend and holiday availability

Medical, dental, vision, life insurance, retirement saving plan, paid holidays and vacation

To apply for this position please email your Cover letter and Resume to

Employment@urbantilth.org Subject "Accounts Payable Specialist" or mail them to 411 Brookside Dr, Richmond, Ca 94801. Please no calls.