



Accounts Payable Specialist

FLSA Non-Exempt, Full Time

July 2021

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking an Accounts Payable Specialist. Two years profit center coding or fund coding is required.

The Society is a 501(c) (3) nonprofit organization whose mission is to create inspiring memories for all by connecting people and animals to ensure the protection of wild animals and wild places. We provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. Be a part of a vibrant, growing organization as Reid Park Zoo implements an exciting master plan that will be investing over \$60M in new exhibits over the next ten years.

To apply, please forward a resume to hr@reidparkzoo.org No phone calls or visits please. This position is open until filled. We are an Equal Opportunities Employer. **We are committed to attracting and retaining a diverse staff by creating an inclusive environment.**

Overview: Provides accounting and administrative support including purchasing and inventory control.

Reports To: Senior Accountant

Responsibilities:

Bookkeeping and data entry

- Maintain vendors and accounts payable files.
- Maintain vendors and accounts payable file to include W9, COI and 1099 form requirements.
- Assist vendor contract negotiation and analysis by following procurement policies.
- Controls expenses by receiving, processing, verifying, and reconciling invoices by following internal controls established.

- Charge expenses to general ledger accounts, jobs, class code by analyzing invoice/expense reports; record entries into accounting system.
- Resolve purchase order, contract, invoice, or payment discrepancies and documentation, insure credit is received for outstanding memos. Amend purchase-order.
- Coordinate expenditure request process.
- Pay vendors by monitoring discount opportunities, verify donor restrictions and grant requirements, schedule and prepare checks. and issue stop-payments
- Coordinate signature procedure for outgoing correspondence.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburse petty cash by recording entry; verifying documentation.
- Assist annual audit preparation.

Administration Support

- Process all cash and check receipts for money log with other staff members according to organizational procedures as needed.
- Track inventories and prepare inventory reports. Works with Grounds and Maintenance supervisors to perform monthly inventory. Will include some outdoor work in varying temperatures and weather conditions.
- May coordinate conference attendance, including travel, air/ground transportation, and conference registration.
- Research and prepare reports, presentations, letters, memoranda, grant application and other informational materials as directed.

Events

- Provide general support at events as requested. This may include set up, greeting and other duties.

Reception

- Answer and screen phone calls for all staff members during the period of receptionist absence.
- Provide customer service for visitors

Other duties as assigned

Qualifications, Skills and Abilities

- Minimum two years' experience profit center coding or fund coding required.
- Bachelor's or associate's degree in Business Administration OR equivalent work experience.
- Experience using QuickBooks preferred.
- Excellent customer service. Experience in administration support required. Accounting experience is highly desired.
- Strong computer skills with proficiency in MS Word, Excel, Outlook, Internet browsers and graphic design software.
- Proficient cash handling skills, experience in retail cash management a plus.

- Strong organization skill and detail oriented
- Experience in using a database for tracking information.
- Problem solving, conflict resolution, decision making, team building, time management, and self motivational skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Demonstrated ability to establish and maintain effective working relationships with all levels of staff as well as Board of Directors, donors, members and others.
- Ability to work outdoors in hot and cold temperatures and various weather conditions when doing monthly inventory control.
- Regular physical attendance at work.
- Able to work flexible work schedule and adjust as required.

Consistent with the Americans with Disabilities Act (ADA), it is the policy of Reid Park Zoological Society to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Dept.

Reviewed By:	Signature	Date
Employee:		
HR Director:		