



Accounts Payable/Receivable (AP/AR) Specialist

Description:

We are seeking a motivated and experienced AP/AR Specialist to manage our organization financial transactions including payments processing, invoicing, reconciliations, and maintaining accurate accounting and finance records. Accuracy, attention to detail, track record of reliability and confidentiality are key requirements for this role. This position will report directly to the Executive Director while working closely with the Program Director and Program Managers across the organization. The AP/AR will ensure compliance with generally accepted accounting principles (GAAP).

Duties & Responsibilities:

Accounts Payable

- Process accounts payable in an accurate and timely manner, ensuring the items to be paid are authorized, properly coded, and recorded in the financial recording system
- Process all approved payments including vendor invoices and purchase orders ensuring all payments are made in accordance with the organization policies and procedures
- Track and communicate with vendors and staff on payments status resolving payment discrepancies and disputes
- Conducting regular reconciliation of Programs card expenses and ensure backup documentation is available
- Maintaining accurate vendor records and documentation (W-9 and payment/banking information)
- Performing monthly reconciliation of all Accounts Payables to ensure accuracy

Accounts Receivable:

- Manage all incoming payments, including grants and donations
- Prepare and process all invoices working closely with the Program Director ensuring accuracy and compliance with grant requirements
- Organize and maintain Highland Haven's accounts receivable records.
- Maintain confidentiality of donor records and other information.
- Perform monthly reconciliation of all Accounts Receivables to ensure accuracy
- Manage and monitor outstanding accounts, proactively following up on overdue payments

Financial Reporting and Administration:

- Work closely with the Bookkeeping Company on monthly financial statements preparation to ensure accuracy
- Prepare monthly and quarterly financial reports in accordance with grant requirements
- Manage and monitor grant contracts, and maintain and secure all finance and grant documents in the SharePoint
- Recommend business process and procedures improvements
- Provide timely responses to any requests from Management and Auditors



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- Tracking organization budget performance, reporting variances and assisting with Payroll

Qualifications & Skills:

- Minimum of an Associate's degree in Accounting and 5+ years related AR and AP experience
- Working knowledge in GAAP accounting
- Ability to maintain a high level of accuracy in preparing and entering AR and AP invoices and payments
- Excellent verbal and written communication skills, including the ability to communicate professionally with various levels of management, clients, vendors, and other employees regarding financial and customer account information.
- Detail-oriented, deadline-focused, and able to handle multiple tasks simultaneously
- Experience with accounting and related systems (QuickBooks, PEX and Expense Reporting systems)
- Intermediate or advanced experience with Excel (Pivot tables, VLOOKUP, and basic formulas)
- Proficient using Microsoft Suite (Excel, Outlook, PowerPoint etc.) and Microsoft Teams

Compensation: \$25 - \$30 per hour (upto 40 hours per month) based on experience and knowledge. Flexible working Policy (hybrid remote). Must be flexible to work some evenings and weekends

To Apply: Email your cover letter and resume to management@thehighlandhaven.org
Applications will be accepted through Friday, June 20, 2025.

The Highland Haven is an Equal Opportunity Employer. Employment is subject to a background check.