



## Accounts Payable Specialist

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**Job Title:** Accounts Payable Specialist

**Salary Type:** Non-Exempt

**Reports to:** Accounts Payable Manager

**Effective:** As soon as possible

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### **PRINCIPAL OBJECTIVE:**

This full-time position assists with the accounts' payable function for the Pi Beta Phi Fraternity for Women. The accounts payable department is responsible for handling the company's payments to suppliers, vendors and creditors, ensuring that all financial obligations are met accurately and on time.

### **CORE RESPONSIBILITIES:**

- Processing of invoices, including verification, coding and approval, to ensure accuracy and compliance with company policies.
- Maintain positive relationships with suppliers and vendors, address inquiries and resolve payment-related issues promptly.
- Monitor and track expenses, ensuring that all expenditures are properly recorded and classified.
- Reconcile accounts payable transactions and resolve discrepancies in a timely manner.
- Identify and implement process improvements and automation to enhance efficiency and accuracy in accounts payable processes.
- Ensure compliance with tax regulations and other financial reporting requirements related to accounts payable.
- Answer inquiries from vendors, suppliers, and employees and research discrepancies.
- Other duties as assigned.

### **HEADQUARTERS STAFF COMMITMENTS**

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

### **QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

- Associate's degree or higher in accounting or related field of study is preferred.
- Familiarity with GAAP reporting procedures.
- Experience in non-profit sector beneficial.

### **ADDITIONAL INFORMATION:**

Hybrid work schedule available.

**Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://pibetaphi.org/about).**

**At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. The midpoint for the salary in this grade level is \$44,557.80.**