



ACCOUNTS PAYABLE SPECIALIST

West End Neighborhood House, Inc. is seeking an Accounts Payable Specialist to work closely with the CFO of WENH as support for the accounting, financial reporting, and tax compliance of the parent organization and its two subsidiaries. 40 hours/week. Position is on-site; remote work is by exception.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Oversee the full-cycle Accounts Payable process, including invoice entry, payment processing, and reconciliation.
- Manage vendor relationships by addressing inquiries, resolving discrepancies, and ensuring timely payments.
- Process AP checks, ACH payments, and wire transfers while maintaining accurate financial records.
- Review invoices for proper approval, coding, and compliance with company policies.
- Match purchase orders, invoices, and receiving documents to ensure accuracy.
- Maintain vendor files, W-9 forms, and ensure compliance with IRS 1099 reporting requirements.
- Assist in the preparation and filing of annual Forms 1099-MISC and 1099-NEC.
- Research and resolve past-due invoices, credit memos, and account discrepancies.
- Process employee expense reports, ensuring adherence to company policies.
- Maintain organized and up-to-date accounting files, archives, and permanent records.

Payroll Support

- Review and verify monthly benefit invoices to ensure accuracy in employee additions and terminations.

Accounts Receivable

- Support the Accounts Receivable process, including preparing bank deposits and reconciling credit card receipts.

General Accounting & Administrative Support

- Monitor and manage accounting-related emails, ensuring timely responses and resolution of inquiries.
- Assist with annual audits by preparing necessary documentation and supporting audit requests.
- Maintain compliance with company policies and accounting best practices.
- Collaborate with internal departments to ensure financial accuracy and efficiency.
- Provide administrative support to the finance team as needed.
- Perform additional duties as assigned to support accounting and agency operations.

KNOWLEDGE, SKILLS & ABILITIES

- **Education & Experience:** Bachelor's degree in Accounting is preferred. A minimum of three (3) years of accounting experience or an equivalent combination of education and work experience is required.
- **Technical Proficiency:** Strong computer skills, including proficiency in Microsoft Excel and Word; experience with accounting software and ERP systems is a plus. Experience with Oracle NetSuite, Sage, Paychex, Xero, and Bill.com software is a plus.
- **Time Management & Adaptability:** Ability to effectively prioritize tasks, manage multiple deadlines, and thrive in a fast-paced, dynamic environment.
- **Analytical & Problem-Solving Skills:** Strong attention to detail with the ability to identify, analyze, and proactively resolve discrepancies and issues.
- **Accuracy & Quality Focus:** Commitment to maintaining accuracy, completeness, and compliance in all financial transactions and reporting.
- **Communication & Interpersonal Skills:** Excellent written & verbal communication skills with the ability to collaborate effectively across departments and with external vendors.
- **Confidentiality & Integrity:** Must maintain discretion and confidentiality when handling sensitive financial and company information.
- **Teamwork & Independence:** Ability to work both independently with minimal supervision and collaboratively within a team-oriented environment.

BENEFITS

- Employer contribution to 401k
- Health Insurance with Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- Colonial products available
- Paid Holidays

West End Neighborhood House is a cutting edge not for profit with over 100 years of history making social impact in the community. WENH is an equal opportunity employer. Please visit our website at www.westendnh.org to learn more about West End Neighborhood House.

OTHER

A satisfactory criminal background check and valid driver's license are required as a condition of hire.

If you are interested in this opportunity, please email your cover letter and resume to:

Dr. Naffeesa Massaquoi
Chief Operating Officer
West End Neighborhood House
nmassaquoi@westendnh.org

Cover letters and resumes will be accepted until Friday March 14, 2025.