JOB TITLE: Accounts Payables Manager

Job Location: Kappa Alpha Psi® Fraternity, Inc.
International Headquarters
Finance Department
2322-24 N. Broad Street
Philadelphia, PA 19132

Position Type: Full-Time

Salary: $42,000.00 to $45,000.00

Opening Date: February 6, 2020

Closing Date: February 16, 2020 @ 5:00 p.m. (Eastern Standard Time)

Job (Summary/Description): The Accounts Payable Manager oversees and manages accounts payable functions, including disbursing checks and processing payroll to ensure that they are completed accurately and on time. Also manages vendor relations and reconciliations with the goals of increasing A/P efficiency and improving AP processes. Maintaining accurate and complete financial, employee, and client records. Will also manages the daily Accounts Payables operations of the Finance Department, and ensures satisfactory customer relations. Executes any special assignments and projects as delegated by the IHQ Executives, Board Members and Management.

Key Responsibilities:

Accounts Payables:

- Manages AP. Includes, Customer Vendor Relations, and the AP disbursement group which handles all check disbursements, 1099 and tax related matters.
- Manages accounting functions including maintenance of general ledger, accounts payable, accounts receivable, and project accounting; ensures accuracy and timeliness.
- Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to fraternity guidelines.
- Manages monthly closing of financial records and posting of month end information; ensures accuracy of financial statements.
- Enters status change information into accounting software to ensure employee information is accurate and up to date.
- Provides accounting assistance to operations staff; responds to financial questions/concerns to meet business needs.
- Acts as a liaison between the fraternity, vendors, members, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.
• Assist with selecting and hiring employees. Trains and evaluates employees to enhance their performance, development, and work product. Addresses performance issues and makes recommendations for personnel actions. Motivates and rewards employees including providing salary increases, bonuses and promotions within allocated budgets and fraternity guidelines.

• Assist with preparing and recommending operating and personnel budgets for approval.

• Monitors spending for adherence to budget and assist with providing variances explanations as necessary.

Customer Service:
• Handles finance related telephone inquiries as necessary.
• Cross trains as back-ups for other finance staff in the case of emergencies.

Administrative Duties Responsibility:
• Establish and implement Kappa Alpha Psi Finance Department’s Standard Operating Procedures manual.
• Manages the International Headquarters employee Time & Attendance portal through ADP (Advance Data Processing) on a bi-monthly basis.

The Accounts Payables Manager reports to the Director of Finance with skip level reporting responsibilities to the Executive Director and/or the Deputy Executive Director with other additional duties and responsibilities as assigned by the IHQ Executive Team.

Education/Experience:
• Minimum Bachelor Degree required with 2-5 years preferred experience in Accounting/Finance

Skills/Abilities:
• Must have keen attention to details
• Strong verbal and written communication skills
• Proficient with Microsoft Excel and can adapt to financial & membership-based systems.
• Ability to work in a team environment

Physical Requirements:
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires standing, walking, bending, kneeling, stooping, crouching. The employee may occasionally lift and/or move items over 15 pounds.

Qualifications
• Bachelor's degree or equivalent combination of education and experience
• Bachelor's degree in business administration, accounting, finance, or related field preferred
• Five or more years of accounting experience
• Three or more years of supervisory experience
• Experience working with generally accepted accounting principles and accounting software
• Must have AP system experience, as well as 1099 filing experience.
• Strong personal computer skills, especially business solutions and QuickBooks software.
• Strong interpersonal skills for interacting accountants, vendors, members, clients, and management
• Good communication skills for communicating with support personnel and management
• Strong analytical and problem-solving skills
• Good presentation skills for educating internal staff on accounting principles
• Good planning and organizational skills to balance and prioritize work
• Motivation to develop and maintain internal and external relationships.
• Commitment to ethical behavior with a willingness to adhere to all fraternity policies and procedures

Submission Instructions
• Please submit all requested documents to: IHQjobs@KappaAlphaPsi1911.com
• Cover Letter and letters of recommendation should be addressed to:
  • John F Burrell, Executive Director
  • Professional Resume
  • 3 professional letters of recommendations:

All letters of recommendation should be address to:
John F. Burrell, Executive Director
Kappa Alpha Psi Fraternity, Inc.
International Headquarters
2322-24 North Broad Street
Philadelphia, PA 19132

-About Kappa Alpha Psi Fraternity, Inc.-

Kappa Alpha Psi Fraternity, Incorporated is a collegiate Greek-letter fraternity with a predominantly African-American membership. Since the fraternity’s founding on January 5, 1911 at Indiana University Bloomington, the fraternity has never limited membership based on color, creed or national origin. Kappa Alpha Psi sponsors programs providing community service, social welfare and academic scholarship through the Kappa Alpha Psi Foundation and is a supporter of the St. Jude Children’s Hospital, United Negro College Fund and Habitat for Humanity. For more information on Kappa Alpha Psi Fraternity and its programs, log onto www.kappaalphapsi1911.com.