

Accounts Payable Specialist

University of Rhode Island Foundation & Alumni Engagement

Overview:

The University of Rhode Island Foundation & Alumni Engagement (URIFAE) accounts payable specialist serves as an important member of the finance team and is responsible for effectively and efficiently managing key finance functions within the organization. This position reports directly to the controller.

The ideal candidate is self-motivated and driven by a personal commitment to the highest professional standards in a team environment. This person will collaborate with internal and external partners and demonstrate a strong capacity to comprehend colleagues' needs, communicate effectively, and maintain constructive interactions to achieve our objectives.

URIFAE is an independent nonprofit organization that is affiliated with the University of Rhode Island (URI). It secures and manages contributions from alumni, parents, corporations, foundations, and friends on behalf of URI, engages alumni through programming and communication, and establishes collaborative relationships with companies to encourage access to University resources.

Responsibilities:

- Invoice processing: Receives, reviews, and processes invoices accurately and efficiently, verifying appropriate approvals and coding according to the organization's chart of accounts.
- Payment processing: Prepares and executes payment runs, including checks, ACH transfers, and wire transfers, in accordance with payment terms and vendor agreements.
- Corporate credit card program: Maintains the program, including reviewing and recording monthly transactions and supporting documentation. Assists staff with corporate card policies and procedures.
- Vendor management: Maintains vendor records, including contracts, contact information, payment terms, and banking details, and communicates effectively with vendors regarding payment inquiries and discrepancies.
- Events financial liaison: Reviews and processes event documentation according to policies and procedures.
- Reconciliation: Reconciles vendor statements with accounts payable records to ensure accuracy and resolve discrepancies promptly.
- Expense reporting: Reviews and processes employee expense reports, ensuring compliance with company policies and timely reimbursement.
- Month-end close: Assists in month-end and year-end closing activities, including accruals, reconciliations, and reporting.
- Compliance: Ensures compliance with internal controls, accounting standards, and regulatory requirements related to accounts payable processes.

- Process improvement: Identifies opportunities for process improvements and efficiency gains within the accounts payable function, collaborating with cross-functional teams as needed.
- Performs other special projects as assigned.

Qualifications:

- Excellent communication skills with the ability to present information concisely and effectively, both verbally and in writing.
- Strong interpersonal skills with demonstrated leadership abilities. Takes initiative, problem-solves, acts independently and as a member of a team.
- Handles multiple tasks simultaneously and prioritizes.
- Demonstrates good judgment, maturity, and personal integrity,
- Accuracy, and attention to detail is required.
- Proven experience in accounts payable or a similar role, with a strong understanding of accounts payable principles and processes.
- Thorough knowledge of Microsoft Office including Excel and preferably Blackbaud Financial Edge and BILL.com

Education/Experience:

- A bachelor's degree is required.
- A minimum of three to five years' experience, preferably in non-profit accounting.
- The highest degree of professionalism and discretion is required as the person deals with donors and potentially sensitive matters of confidentiality.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary range: \$50,000 to \$60,000 based on experience.

Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental, and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either a Monday or Friday.

URIFAE provides equal employment and advancement opportunities to all individuals, and all employment decisions are based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your cover letter, resume, and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road Kingston, RI 02881 or email it to URIFAE-hr@etal.uri.edu.