

DETROIT HISTORICAL SOCIETY



Job Title: Accounts Payable & Cash Receipts Coordinator, Full-time

Department: Finance

Reports to: Accounting Manager

Hourly Wage Range: \$20.00 - \$25.00

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. The team cares for nearly 250,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

Under the direction of the Accounting Manager, the Accounts Payable & Cash Receipts Coordinator is responsible for processing all aspects of Accounts Payable. This position also entails processing cash receipts and preparing and recording deposits.

Major Responsibilities

- Processes all vendor payments on a weekly basis, including checks, ACH, and wire transfers.
- Reviews accounts payable balances for all funds to ensure all balances are accurate.
- Verifies balance due on vendor statements and works with vendors to resolve any discrepancies.
- Works with senior departmental staff on drafting standard operating procedures and processing documents for all areas of accounts payable.
- Develops and proposes improvements to all accounts payable processes, including working with staff to implement the Financial Edge NXT Expense Management System.
- Collects, reviews, and reconciles all corporate credit card receipts to the monthly credit card statements, including working with staff to move this process to the Financial Edge NXT Expense Management System.
- Identifies, troubleshoots, and resolves complex accounting issues as they relate to accounts payables and works with department management and vendors, as necessary.
- Performs A/P related fiscal year end duties, including classifying invoices for proper cut-offs, preparing spreadsheets to back up A/P balances for all funds, and works with auditors regarding A/P issues.
- Maintains all W-9 forms and sends W-9 forms to obtain EINs or SSNs to all the new vendors, reviews regularly to monitor and follow-up with vendors for receipts of W-9's. Attaches images of W9's to master vendor records.
- Withholds appropriate taxes from payments where laws require and maintains correspondence and reports to the IRS. Runs form 1099s for all necessary vendors and transmits information to IRS in a timely manner.
- Process weekly cash deposits and maintain the DHS change funds and process check deposits using remote deposit capture software through the DHS bank.
- Record cash receipts in the DHS donor platform – Altru.
- Maintains all accounts payables, cash receipts, and month end files, both physical and paperless.

General Responsibilities

- Attends meetings as required and performs as a backup to other Finance staff.
- Completes other duties and projects as assigned, directed, or as required to facilitate Society business.
- Able to occasionally work hours beyond the regularly scheduled workday as required and pre-approved.

Required Knowledge, Skills, and Abilities for Successful Position Performance

- The principles and practices of accounts payable and cash receipts.
- Manual and automated accounting systems. Experience in Financial Edge and Altru, a plus.
- General Ledger and accounting principles and practices.
- Budget controls, expense classifications and procedures of non-profit entities.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with management, employees, vendors and donors. Demonstrate good internal and external customer service skills with the ability to problem solve.
- Utilize **all** Microsoft Office Suite applications in addition to other related accounting software. Mobility to use standard office equipment with occasional bending, kneeling, stooping, and pushing and pulling. Able to retrieve data using a computer keyboard and/or calculator.
- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from management, employees, vendors, donors and the public.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-ups.

Education and Experience

- Bachelor's Degree in Accounting, Business/Public Administration, or related field. Nonprofit experience is a plus.
- Minimum of three (3) years of experience in accounts payable, cash receipts, accounting, finance, or related working experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.
- Certification as a Certified Accounts Payable Associate (CAPA) from the Institute of Financial Operations is a plus.

Compensation & Benefits (Full-time Employees only)

DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits.

- Paid Time Off (PTO) policy of 20 days per fiscal year.
- Hourly salary range for this position is \$20.00 - \$25.00, depending on qualifications and experience.
- Paid holidays.

Paid Parental Leave (Both Full-time and Part-time Employees)

- After 12 months of qualifying service in coordination with FMLA.

Candidates must have a driver's license, reliable transportation and be willing to undergo a criminal background check. Please note **Hourly Wage Range** prior to sending résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.