



## Accounts Payable Administrator

*Are you passionate about ensuring families have a safe, affordable place to live?*

At **Habitat for Humanity, Seattle-King County**, our vision is to create a world where everyone has a safe, affordable place to live. We are an affiliate of Habitat for Humanity International, a non-profit, faith based housing ministry, named "Brand of the Year" in the social services nonprofit category for two years. Habitat for Humanity works in Seattle and King County to eliminate sub-standard housing and strengthen communities by building, renovating and repairing homes in partnership with low-income families.

After the merger of three local affiliates, creating one of the nation's largest affiliates, we are moving into the future under a new leadership team and a Board of Directors focused on innovative strategic opportunities, growth and a rekindled passion for our mission. An affiliate of distinction, **Habitat for Humanity, Seattle-King County** has built more than 400 homes and served over 500 families in the county and builds over 50 homes a year Internationally, providing basic needs of shelter, sanitation and safety.

King County is facing a historic housing affordability crisis and Habitat for Humanity Seattle-King County is excited to build upon our reputation of excellence to help homeowners achieve the strength, stability and self-reliance they need to build a better life for themselves and their families.

We are currently seeking an **Accounts Payable Administrator**. This position is responsible for researching, organizing, writing and submitting checks, performing related accounting and compliance tasks, and general support of the Finance Department.

### Essential Duties and Responsibilities:

- Enter A/P invoices using Sage 50 and process weekly check runs.
- Distribute invoices for proper approval and GL coding.
- Ensure vendor invoices are paid accurately and timely, maximize discounts for the company.
- Review vendor statements for missing invoices or credit memos and work with vendors to resolve any discrepancies.
- Maintain vendor data in system.
- Review invoice aging reports.
- Update property tax accounts.
- Inform utility companies for closing houses.
- Maintain W-9 and process 1099 forms.
- File accounting documents.
- Deposit checks to the bank, including preparation of deposit slips and copies for accounting files.
- Accounts Payable reconciliations.
- Assist on other special projects such as fundraising events and duties as needed.
- Post electronic fund transfers
  - American Express
  - BOA Merchant Services
  - Chase
  - Merchant Statements-Transfers Epayment Services
  - Acceptiva
  - Gravity Payments
  - Vanguard
  - Fidelity



- ADP
- Wire Transfers
- Management retains the discretion to add or to change the duties of the position at any time.
- Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: Degree from an accredited two-year college or university in Accounting, Business Administration, Management or a related field preferred. Related education and related experience may be substituted. Minimum 2-5 years accounting and/or finance experience. Experience in a nonprofit setting is a plus.

Additional qualifications:

- Ability to meet deadlines and work on multiple projects concurrently in a fast-paced environment.
- Outstanding interpersonal skills, including strong written and oral communication.
- Ability to work independently as well as part of a team.
- Initiative and follow through are critical.
- Dedication to the mission of Habitat for Humanity of Seattle - King County and willing to articulate this vision.

*Full benefit package to include generous paid time off, medical/dental/vision insurance, 401K with company matching, short/long term disability, life insurance.*

**To Apply:** Please submit a cover letter and resume to: [HR@habitatskc.org](mailto:HR@habitatskc.org).  
**NO PHONE CALLS PLEASE.**