

Accounts Payable Specialist Corporate Accounting

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

A Brief Overview

The Accounts Payable Specialist is responsible for processing day-to-day accounts payable needs of the organization, purchasing orders, vendor invoice processing and payments. The functions of this role are guided by precedent and working within the limits of established policies, processes, guidelines, and best practices of MAF, as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions. In addition, the employee must be willing to assist with other projects and duties as assigned by their manager.

Essential Duties

- **60% Accounts Payable Management**
 - Prepares non-inventory purchase orders upon request
 - Reviews inventory related purchase orders
 - Verifies coding on vendor invoices and check requests conforming to standard procedures to ensure proper entry into the financial system
 - Manages pairing of purchase orders with vendor invoices and reconciles any balance issues
 - Resolves all other issues pertaining to the processing of purchase order and vendor invoices
 - Secures approvals for invoice payment in accordance with established procedures based on check amount
 - Prepares batch check runs
 - Coordinates with treasury management for payments to vendors via wire transfer and ACH transactions
 - Reconciles various accounts to detect posting errors or omissions
 - Monthly reconciliations of payable and clearing accounts
 - Recording bank activity into accounting system
- **30% Vendor Management**
 - Handles vendor correspondence via phone or email; receives, researches, and resolves internal and external inquiries concerning account status
 - Coordinates with treasury management to maximize vendor discounts and apply credit memos, and follows through with vendors on the application of the same to MAF's account
 - Files, maintains, and/or distributes vendor documents, records, and/or reports in accordance with established procedures
 - Reviews vendor registers and rates to identify anomalies and/or inconsistencies on vendor invoices
- **10% Other**
 - Assists Corporate Accounting Department with monthly closings and/or ad hoc reporting as requested
 - Performs other duties as requested to support Corporate Accounting Department and/or Accounting Division
 - As needed, liaises between Accounting division and other MAF departments/divisions and other stakeholders in support of good processes, high levels of customer service, and training in MAF payables processes
 - Assists staff with accounts payable-related software/coding inquiries

- Updates tools and documentation necessary for proper internal controls
- Ensures proper internal control procedures are followed at each stage that the role interacts with, up and down the chain of activities
- Writes and maintains process documentation for all accounts payable tasks

Qualifications

- Associate's degree in Accounting or Finance is required, or equivalent combination of education and experience
- 3 years of experience in an accounts payable or similar role is required

Skills

- Intermediate skill in Microsoft Excel, Outlook, and Word
- Basic skill in Microsoft Teams
- Intermediate ability in Accounting Software Programs
- Intermediate ability in NetSuite
- Basic understanding of accounting concepts and principles
- Intermediate skill in 10-key with accuracy
- Intermediate skill in proof-reading skills
- Basic skill in using automation to increase efficiency

Competencies

- Exceptionally well organized with an aptitude for data
- Develops and uses systems to organize and keep track of information or work progress
- Carefully reviews and checks the accuracy of information in work reports provided by management, management information systems, and other individuals or groups
- Detail oriented
- Expresses ideas concisely in written and oral speech
- Notices discrepancies and inconsistencies in available information
- Ensures that regular, consistent communication takes place
- Respects the confidentiality of information
- Is dedicated to meeting the expectations and requirements of internal and external customers
- Shows an interest in what others have to say; acknowledges their perspectives and ideas

Physical Requirements

- Occasionally lifting or carrying up to 30 lbs
- Frequently sitting and occasionally standing, walking, stooping, kneeling, reaching, and crouching
- Uses repetitive hand/body motions daily
- Rare domestic travel to conferences and training as needed for professional development and/or maximization of software utilization
- Rare international travel to overseas programs to provide guidance and training

Starting Pay Range

\$20.58 to \$24.01 hourly DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.