



Job Title: Client Accounts Payable Administrator
Supervisor: Accounts Payable/Receivable Supervisor
Supervises: N/A
Position Type: Full-Time, salaried, non-exempt
Location: Fairfield, CT
Date: 10/17/19

Overview/Job Description:

The Client Accounts Payable Administrator will be expected to handle a variety of tasks across several areas related to Client Accounts Payable/Accounts Receivable, Client Tax & Payroll.

Essential Duties and Functions:

AP/AR Responsibilities:

- Review and process disbursement account activity on a daily basis
- Send transfer requests and monitor outstanding requests
- Review all expenses for accuracy and compliance
- Prepare and process checks to be issued on behalf of our clients for expenses, grants, and taxes from accounts where funds have been received
- Process grant and expense payments via check, wire, and ACH
- Review grant and expense backup for accuracy with its coordinating check
- Name and file check copies
- Improve and streamline processes, develop new safeguards against error or possible fraud
- Resolve discrepancies in a timely manor
- Work with Client Services to resolve pending transactions
- Research and respond to all check inquiries and assist with monthly reconciliations
- Issue stop payments on outstanding checks to be voided and/or reissued
- Upload Positive Pay check files for three of our disbursement accounts
- Print checks for Corporate Accounting and forward Positive Pay file
- Coordinate with Client Services with special grant requests and ensure the information is accurately reflected and payments are processed on a timely basis
- Deposit client checks via remote check scanners and applications

Client Tax & Payroll Responsibilities:

- Coordinate with the Payroll Team to set up new client payroll and maintain changes to existing client payroll within FS Admin
- Book/record client payrolls in FS Admin
- Create and maintain recurring payroll expense templates on FS Admin
- Create and maintain payroll expense calculators in Excel
- Review expense activity for foundation employees throughout the year for W-2 adjustments
- Research and resolve any payroll issues or discrepancies with the Client Services., Financial Operations, and Payroll Teams
- Request W-9s during expense review process
- Prepare and process 1099s annually
- Enroll clients in EFTPS and process all EFTPS Tax payments

Skills and Knowledge:

- Clear understanding of standard business/office practices
- Knowledge of Microsoft Office Suite: Word, Excel, PowerPoint

- Excellent interpersonal and teamwork skills
- Must be detail oriented, self-motivated, and able to prioritize
- Ability to learn quickly and take initiative
- Strong computer skills
- Discretion and maintaining confidentiality is essential
- Ability to manage high volumes in a fast-paced environment

Experience and Education:

- Minimum 3-5 years experience in the area of general Accounts Payable processes

Physical Demands and Work Environment:

- Clerical work to be done in an office mostly seated at a desk
- Communicating with others in the office generally via phone, computer, in person, and including gathering with others in meeting spaces
- Lifting up to 20 pounds

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.