



POSITION ANNOUNCEMENT: ACCOUNTS PAYABLE SPECIALIST

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region.

The Accounts Payable Specialist is responsible for assigned accounting operations of Grand Canyon Conservancy (GCC), including the processing of Accounts Payable transactions, and other duties as required. Supports the application of internal controls to GCC business operations and transactions. This position supports the application of internal controls in GCC business operations and transactions. The Accounts Payable Specialist is instrumental in contributing and ensuring that the Finance Department performs its required duties and tasks in a timely and scheduled basis that comply with Generally Accepted Accounting Principles (GAAP). This position reports to the Director of Finance.

PRIMARY RESPONSIBILITIES

Duties vary with the workload and could include, but are not limited to, the tasks listed below.

Accounts Payable

- Process Accounts Payable (AP) invoices as received weekly:
- Route invoices to the GCC employee responsible for the purchase for review and approval, follow-up for the timely return of documentation
- For an inventory, purchases ensure that there are a set of "triple match" documents: Purchase Order + Inventory Receiving Document + Vendor Invoice that agree, then post the voucher into the accounting system
- Provide accurate record-keeping and document filing
- Monitor the AP Aging report to ensure timely payments and the adjustment of discrepancies
- Provide vendor spend reporting
- Electronic Payment Processing
- Post ACH payment activity to vendor accounts and general ledger
- Reconcile the AP Aging report to General Ledger at the month-end close
- Month-end close is due within seven working days after the end of the previous month
- At year-end, coordinate and issue 1099 documents and reports
- Assist with Donation Box Deposit Processing – Process cash and coin and prepare and take the deposit to the bank

Credit Card Processing

- Provide the primary contact services to GCC personnel with credit cards
- Work with CFO to address any credit card issues or requests
- Be a key user of the Smart-Data expense reporting system and provide support to GCC employees as needed
- Ensure that credit card expense reporting occurs and is closed within five working days after the end of the previous month
- Manage and report on the Purchasing Card activity
- Maintain the record of issued cards
- Initiate the closing of credit cards as required

Key Competencies

- Thorough knowledge of the Microix accounting system is necessary for the completion of responsibilities
- Strong operating knowledge of Microsoft Office products: Excel, Outlook, and Word
- Operating knowledge of cash processing machines and documentation.

MINIMUM QUALIFICATIONS

- Must be 18 years of age and possess a valid driver's license
- A minimum of 3 years of progressively responsible experience in accounting and finance duties
- Professional written and verbal communication and interpersonal skills
- Or any combination of education, experience, and training equivalent to the above minimum requirements

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Personal qualities of integrity, loyalty, and a desire to serve the public with an ability to self-direct necessary job activities
- Bachelor's degree in accounting or business administration
- Demonstrated knowledge of finance, accounting, budgeting, and cost control principles
- Ability to participate in group meetings

GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the "awe" of Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for Grand Canyon

WORKING CONDITIONS

This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks such as data entry.

TOTAL COMPENSATION

This is a part-time, non-exempt position located in Flagstaff or at the South Rim of Grand Canyon with estimated work hours of three days a week. Housing is not provided. Salary is commensurate with experience.

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.
We are an Equal Opportunity Employer.**