ACCOUNTS PAYABLE SPECIALIST

Civic Nation is seeking Accounts Payable Specialist to directly support the Director of Finance and Accounting. The individual in this role will be responsible for the day-to-day payables process, including but not limited to tasks such as invoice processing, vendor communications, and credit card reconciliations.

ABOUT CIVIC NATION

Civic Nation serves as a mobilization hub at the intersection of creative communications community organizing narrative and culture change strategies, and high-level stakeholder engagement. At Civic Nation we house some of the most innovative campaigns organizing for progress across the country including the It’s On US, the United States of Women, and When We All Vote, Co-chaired by Michelle Obama.

We partner with some of the country’s most influential voices, brands, and organizations and institutions and bring together a collection of leading talent with the deep expertise in their individual issue area and a collective passion for civic engagement.

YOUR IMPACT

- Manage the accounts payable email inbox.
- Ensure bills are paid in a timely and accurate manner while adhering to department procedures.
- Code invoices, expense reports, etc. with correct general ledger codes and proper entry in the accounting system.
- Investigate and resolve any problems associated with processing invoices.
- Prepare check runs, wire transfers, and ACH transactions.
- Reconcile monthly credit card transactions.
- Perform other duties as required to support the Accounting/Finance team.

YOUR EXPERIENCE

- 3-4 years accounts payable or general ledger experience.
- Advanced competency in accounting software such as QuickBooks, NetSuite, or Sage Intact.
- Knowledge of accounts payable principles, accounting standards, and industry regulations.
YOUR COMPETENCIES

- Strong organizational skills and detail oriented.
- Ability to multi-task.
- Ability to follow-up on pending issues.
- Ability to meet deadlines.

SALARY AND BENEFITS

The salary range for this position is $50,000 - $60,000. Our comprehensive benefit plan includes 100% employer-paid health, dental, and vision insurance for employees; generous paid time off; access to 401k plan, and more.

TO APPLY

To apply, submit a cover letter and resume to careers@civicnation.org with the subject line Accounts Payable Specialist.. The cover letter should be concise, compelling, and include why you would like to work for Civic Nation. Apply by February 14, 2021, for priority consideration. Applications will be accepted until the position has been filled.

At Civic Nation, diversity, equity, and inclusion are directly aligned with the fundamental belief that people are inherently capable but often lack opportunity. We know that a diverse workforce allows us to see problems in more nuanced ways, creating the thought leadership needed to fulfill our mission and reach our goals. Civic Nation is an equal opportunity employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply.