

Helen Keller Intl JOB ANNOUNCEMENT

Accounts Payable Manager

*New York, NY or Washington, DC preferred;
Other locations in the US will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Manager to manage Accounts Payable (AP) processes in compliance with internal policies and procedures to advance the mission of Helen Keller. The Manager will supervise and/or process daily expenditures and act as the key resource for all staff regarding AP policy and procedure. This position will also be responsible for careful General Ledger analysis and, like all members of the department, will cross-train on and back-up the duties of colleagues.

Functional Relationships

Reporting to the Deputy Controller, the Manager will develop and maintain fruitful, collaborative relationships with staff at all levels and locations within the organization. The position supervises one professional level staff.

This role will provide one-one-one support to a broad range of colleagues and participate in department teams and working groups to support cross-departmental initiatives. The Manager will liaise closely with procurement to ensure internal compliance.

Specific Responsibilities

Accounts Payable & General Ledger

- Manage AP processes in compliance with internal policies and procedures.
 - Review payment requests and supporting documentation for completeness, adherence to donor requirements, and internal guidelines.
 - Identify issues, provide guidance, facilitate resolution, and/or flag for review by subject matter experts, as needed.
 - Conduct timely follow up and tracking until payment finalization.
- Manage incoming payments requests and assign to self or staff.
 - Delegate and supervise the preparation of more straightforward payment requests; review for completeness and provide final sign-off.
 - Analyze and process complex payment requests, such as those that require additional journal entries, or payments tied to contract terms or made on behalf of subsidiaries for review and final sign-off by supervisor.
 - Input and/or assign input of bills, expense reports, and other journal entries into the accounting system.
 - Track contractual terms and disbursements against contractual limits.
 - Manage full cycle of corporate credit card accounts: payment, accurate coding, documentation, reconciliation, and clearing from the holding account.
 - Manage and analyze the AP aspect of intercompany transactions, journal entries, and reconciliations.
 - Recommend improved tools and methods to efficiently process AP.
- Disburse AP charges to awards.

- Maintain amortization schedules and ensure that scheduled entries reconcile, including but not limited to prepaids and deposits.
- Review and analyze general accounts, especially those focused on fringe pool coding.

Staff Management & Development

- Directly supervise staff in accordance with the organization's policies and applicable laws. Interview, hire, and train, as needed; plan, assign, and direct work; engage in regular performance conversations; and address complaints and resolve problems, as needed.
- Create AP job aids for both finance and non-finance colleagues.
- Train all incoming US-based staff on the proper coding of invoices, expense, and credit card reports. Support training of international colleagues, as needed.

Administrative & Communication

- Manage US AP inbox to ensure timely response to all queries and up-to-date tracking of all payments from initial payment submission to payment finalization.
- Manage creation and maintenance of complete and accurate vendor records and required documentation in AP. Liaise with vendors, as needed, to gather documentation and/or answer their questions.
- Manage 1099 filing process: review 1099 data; send to recipients and act as point of contact for 1099 inquiries.
- Delegate and review the consolidation and maintenance of all AP and related journal entry files in audit ready status.
- Ensure an open line of communication with supervisor for appropriate escalation of actual and potential issues
- Cross-train on and back up the duties of colleagues.

Competencies

- Demonstrated knowledge of and experience implementing accounting principles and AP, with experience applying them in varied situations outside of policy, utilizing accounting principles as a framework for decision-making and recommendations.
- Willingness to assume responsibility for high quality performance of the AP function.
- Experience managing staff and mentoring colleagues is strongly preferred.
- Strong attention to detail with strong quantitative and analytical skills.
- Experience working in tandem with the procurement department to adhere to and enforce policies and procedures and ensure audit readiness.
- Strong interpersonal, and written and oral English language communications skills including ability to:
 - write business correspondence, internal memos, routine reports, and document procedures;
 - communicate complex information in a clear and consistent manner; and
 - build collaborative relationships with employees from diverse backgrounds at all levels.
- Proven ability to prioritize competing demands and deadlines and follow through to completion.
- Collaborative, flexible, and solution-oriented. Ability to maintain balance when under stress.
- Adaptable to a changing work environment scaling for growth; Ability to make recommendations for process improvement in a growing organization.
- Ability, willingness, and high motivation to work collaboratively with an international team working in different time zones. Willingness to align core work hours to Eastern Time.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Personal commitment to Helen Keller Intl's mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

- Demonstrated knowledge of the application of information technology to this type of work including strong Excel skills; ERP software experience; and ability to navigate new user interfaces. Experience with MS SharePoint preferred.
- Non-profit experience a plus; knowledge of donor funding requirements preferred.

Qualifications

- Bachelor's or Master's Degree in accounting, finance, or related field with at least 6-8 years of related prior work experience; or equivalent combination of education and experience
- US work authorized

Notes

- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- NY-based team members work a hybrid schedule with two days per week in the NYC office

Compensation and Benefits

The midpoint of the salary range for this position is \$91,000 with a minimum of \$72,800 and a maximum of \$109,200. Actual salary will vary based upon, but not limited to, relevant skills and experience, base salary of internal peers, and business specialty.

Helen Keller offers a comprehensive benefits package that includes first-day eligibility for medical, dental, vision, short and long-term disability, and life insurance coverage, along with an Employee Assistance Program, a retirement savings plan with an employer match, paid vacation leave, sick & wellness leave, parental/adoption leave, and opportunities for learning and development.

To Apply

Qualified candidates should submit a cover letter and resume to HKI.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, veteran status or any other protected characteristic.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.