

Position: Financial Payment Analyst

Reports to: Sr. Director of Finance

FLSA Status: Non-Exempt

Full or Part-time: Full - time

Summary: The Financial Payment Analyst will be responsible for managing the processing and monitoring of payments through vouchers to vendors. This individual plays a crucial role in maintaining accurate and up-to-date grant payment information along with reporting to grant Directors. The main duties of an Financial Payment Analyst include:

Primary Responsibilities:

- Payment Processing: Ensuring that payments are processed accurately and on time.
- Review and process all grant vouchers for payment.
- Process all new vendor W9 and enter to Salesforce.
- Prepare SSVF monthly reconciliation and enter receivable.
- Perform monthly analysis on Accounts Receivable and Accounts Payable
- Reconciliations monthly SSVF Credit Card transactions and process payment
- Prepare and post month end non-payroll related expense allocations. • Prepare and post monthly journal entries as assigned.
- Maintain and update monthly grant closing checklist.
- Assist with assembling support and preparing monthly Grant billing
- Maintain Vendor master Lists.
- Maintain file of posted grant related Journal Entries and supporting documentation.
- Assist with annual audit preparation.
- Perform all other tasks as requested by the Supervisor/CFO.
- Maintain files for all grant related accounting documents.

Team Assist:

- Provide backup assistance with recording of all credit card expenses.
- Provide backup assistance with Client apartment Inventories.
- Provide backup for Accounts Payable processing and disbursements.
- Provide backup for 1099 reconciliation and processing.
- Provide backup for Online Banking Remote Deposit Scanning.
- Provide backup for reconciling Notes Payable.

SKILLS REQUIRED:

- 3-5 years of accounts payable experience

- Associate's degree
- Self-motivated, driven to learn, strong critical-thinking and analytical skills.
- Excellent interpersonal skills and ability to successfully interact with diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
- Submit to a criminal background check and drug screen.
- Possess good analytical abilities and skills.
- Ability to identify and resolve system level issues.
- Adapts easily to working in a dynamic and changing environment.
- Self-starter, takes initiative, recognizes a sense of urgency.
- Fundamental knowledge of basic MS Windows, MS Excel, MS Word, and Outlook skills.
- Commitment to the organization's mission and serving our homeless population.
- Familiarity with non-profit accounting software a plus.
- Ability to communicate verbally and in written form.
- Knowledge of GAAP and nonprofit accounting standards a plus..