



U.S. Figure Skating Accounts Payable Specialist

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Accounts Payable Specialist. U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

Responsibilities: The Accounts Payable Specialist is responsible for the completion of the tasks listed herein. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility and professionalism.

Qualifications: Exceptional organization and planning skills and the ability to work on multiple projects simultaneously while meeting deadlines is a must. An attentive and detail-oriented self-starter with the ability take initiative and ownership of projects will be successful in this position. Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook) and sound knowledge of accounting principles is a must.

Classification: Hourly - Non-exempt

Reporting Requirement: Reports to the Director of Finance

Pay: Commensurate with experience

Application: Send letter of application: mrede@usfigureskating.org. Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately and applicants will be accepted until the position is filled.

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Duties and responsibilities include, but are not limited to, the following:

1. Set up and maintain Vendor files in Great Plains
2. Set up and maintain hard-copy Vendor files
3. Obtain W-9 forms from vendors where appropriate
4. Convert approved/received Purchase Orders into invoices
5. Code (approved) vendor invoices and check requests - enter as payables in Great Plains
6. Print weekly A/P reports and use to create an A/P summary for supervisor in order to determine what will be paid with the weekly check run
7. Weekly check run, to include payables from all checking accounts, print checks, make copies, mail payments
8. Match check copies to backup and file
9. Print weekly PayCard A/P report, match with vendor invoices and give to Purchasing
10. Manager to pay with credit card
11. Print monthly Historical A/P report and reconcile to the 2101 (A/P) GL account
12. Enter PayCard payments into Great Plains
13. Maintain all print outs from edits and posting of batches
14. Post Memorial Fund Restricted payments to excel workbook on shared drive
15. Process Wells Fargo ACH deposits for employee reimbursements by coding reimbursement requests, entering the expenses into Wells Fargo banking system, preparing report for approval, approving the entries, prepare matching JE, send appropriate emails to staff
16. Process bi-weekly payroll by maintaining employee withholdings and deductions, creating time records for each period, entering into ADP, processing any special checks, maintaining employee time off reconciliation, research any discrepancies questioned by employees
17. Prepare JE for each payroll
18. Reconcile the Payroll bank account
19. Reconcile the FLEX bank account, entering the transactions into Great Plains
20. Enter the CPI transactions into Great Plains
21. Reconcile the A/P (2108) account monthly – work with Purchasing Manager and supervisor to clear all transactions

22. Research lost A/P checks, answer employee inquiries as to payments made to their various vendors

23. Perform any task as assigned by CFO and Accounting Supervisor