



## **VALLEY COMMUNITY DEVELOPMENT ACCOUNTS PAYABLE COORDINATOR**

### **The Organization**

Valley Community Development seeks a dynamic, adaptable person who has accounts payable experience, along with analytical skills and drive to join our team as an Accounts Payable Coordinator. Valley is a community-based nonprofit formed in 1988 that primarily serves Hampshire and Franklin counties. Our mission is to create social equity by increasing access to housing and small businesses opportunities. Valley's financial needs are growing as we continue to add affordable housing developments to our existing nine properties.

Valley's staff are dedicated professionals from varying backgrounds. The Board of Directors and staff adopted the MACDC [Racial Equity pledge](#) in December 2021. One of the prime tenants of this pledge is that our staff should be diverse, equitable, inclusive, and representative of the communities we serve. We are committed to fostering a diverse and inclusive environment.

### **About the Position**

The Accounts Payable Coordinator is responsible for supporting organizational operations by coordinating payment of parent company and subsidiary invoices. This position reports to the Fiscal Director and is an in-person position at Valley's office located at 256 Pleasant St., Northampton, Massachusetts. This is a benefited, non-exempt 30 hours per week position.

### **Our Ideal Candidate**

Our ideal candidate will be a professional with a strong work ethic and who is passionate about the work we do. We are seeking someone adaptable and interested in learning complex financials. You should be a dependable team player, who enjoys working with others and who is excited to learn about our mission. Specific duties will include:

#### **Administrative Tasks:**

- Manage the administrative onboarding of new employees
- Maintain Accounts Payable files according to established protocols
- Walking/driving bank deposits to various local banks

#### **Accounting Tasks:**

- Oversee and manage the accounts payable function within parent company and subsidiaries
- Review and input all invoices received into NetSuite and determine appropriate payment timing and platform
- Follow process to validate and input new vendors
- Ensure a clean audit trail is maintained for all payables, including proper backup
- Manage collection and upload of W-9s for all organizational vendors
- Reconcile vendor statements to the vendor invoices received and follow up as necessary
- Liaison with vendors to promote strong and trusted relationships and trouble shoot issues that may arise
- Review and maintain expense side of general ledger ensuring the accurate coding of invoices
- Oversee credit card expense reporting and ensure that credit card expenses are properly approved
- Complete journal entries as needed for allocations and corrections
- Responsible for entire 1099 process at year end
- Other duties as assigned

**Qualifications:**

- Associate degree or 3-5 years full cycle accounts payable work experience preferred
- Knowledge of nonprofit fund accounting, general ledger, and accounting functions preferred
- Strong relationship building skills
- Excellent problem solving skills
- Proficiency in Microsoft Office and proven ability to learn finance software

**Salary and Benefits**

This is an in-person non-exempt position with a salary range of \$30-33/hour. Hours for the position are negotiable within an expected range of 30 – 37.5 hours per week. Hours are generally scheduled between 9am and 5pm Monday through Friday.

Valley's full-time benefits start at 15 vacation days, 2 personal days, 15 sick leave days, and 13 paid holidays plus health insurance, vision and dental, and short-term disability. Benefits for part-time employees are prorated based on hours worked. In addition, all employees receive a paid week off in December, and Valley contributes 5% to a 401(k) retirement plan. Our office is in downtown Northampton with free parking.

**We encourage all to apply even if you do not meet 100% of the requirements.** Valley is an equal opportunity employer. Valley will not engage in discrimination against, or harassment of any person employed or seeking employment with Valley on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.

**Application Process**

Please email Sarah ([ss@valleycdc.org](mailto:ss@valleycdc.org)) your resume and responses to the questions below, do not send a cover letter. Valley will begin review of applications on a rolling basis, and the position will remain open until filled. References may be requested.

1. Why do you want to work at Valley Community Development?
2. What do you like most about accounting work?