



DEVELOPING THRIVING COMMUNITIES

## Accounts Payable Specialist

(Salary Range \$42,350-\$54, 450 with benefits + flexible schedule)

Hybrid Position: Remote + Onsite Hours (up to 20/week) in Springfield, OR

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

### The Account Payable Specialist's critical contributions to this work are the following:

- Responsible for the recording process of financial transactions and supporting staff (especially non-accountants) in providing this information.
- Records management for outgoing financial transactions that are detailed, thorough, reliable, and accessible to support Finance and Program staff in providing services, meeting contract/funder requirements, and completing required audits/reviews.
- Ensure DevNW pays its financial obligations accurately and timely by efficiently processing a high volume of payment requests, all the way from receiving a PO to distributing payment.

### To excel in this position, you will need these essential lenses:

- Understand the importance of attention to detail in creating complete, accurate records of financial transactions.
- Recognize that recording financial transactions is not mundane and requires an ability to engage and solve challenging questions on how to best record transactions, present information, and improve processes.

### It is CRITICAL that you have...

- 1-2 years of education or related work experience in accounting, accounts payable, data entry, and/or expense management.
- Interpersonal communication skills and the ability to use them to support clear, frequent, and supportive communication internally and externally.
- Experience in and appreciation for customer service as the position provides support, guidance, and usable information internally and to external partners such as vendors, related community organizations, and clients.
- Proficiency in Excel, Word, and Outlook and the ability to learn new software.

### Example tasks/responsibilities for the Accounts Payable Specialist:

- Scan and organize invoices to send to the appropriate program staff for payment approval.
- Enter approved purchases into Abila MIP (our finance database system) daily using purchase orders, invoices, and bank records.
- Reconcile account activity for credit cards.
- Review submitted purchase orders for completeness and correctness, support program staff in requesting documentation like W-9s, detailed invoices, and other required documents.
- Use knowledge of Generally Accepted Accounting Principles and agency policy to enter transactions accurately.



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- Maintain the organization’s Standing Purchase Order list, communicating with staff about updates to ensure approved payments are made timely.
- Monitor the [billing@devnw.org](mailto:billing@devnw.org) email several times a day, responding to staff requests, reviewing, and filing submitted purchase orders and invoices.

**It is GREAT if you have...**

- Experience working in an accounting department.
- A degree or coursework in accounting or relevant professional credentials.
- Working with a non-profit agency with multiple funding sources and program areas.

**It is a BONUS if you also have...**

- Ability to read, write, and speak Spanish.
- Experience with Abila MIP or a similar non-profit/fund accounting software (SAGE, etc.).

**Apply for this opportunity to support DevNW’s suite of programs and services by providing an introduction letter detailing your interest that includes the following by the priority date of March 3<sup>rd</sup> to [careers@devnw.org](mailto:careers@devnw.org):**

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience in the following areas: learning new systems, such as expense coding and software, as well as managing and organizing a large amount of information, such as a weekly influx of invoices/purchase orders/receipts that need to be processed and recorded.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

**DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.**