



Accounts Payable Specialist

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. In this position, you have the opportunity to engage in the 2024 - 2028 Strategic Plan, centered on connecting to our community, and support the launch of a site plan and capital campaign designed to provide Filoli guests greater access to nature. Filoli's culture is rooted in integrity and we are accountable for our work, actions, and impact on our visitors, community, and environment. Through our values, Filoli Team members are committed to being Inclusive, Welcoming, Innovative, Collaborative, and committed Stewards using sustainable practices for the future.

SUMMARY

The Accounts Payable Specialist performs a variety of accounts payable and bookkeeping functions as a team member of the Accounting & Finance department. The position will support various programs and departments and collaborate with senior staff across the organization. The Accounts Payable Specialist should possess a basic understanding of bookkeeping and business operations and be collaborative, trustworthy, and eager to learn in a fast-paced environment.

This is a full-time, non-exempt and hourly position. The hourly rate is \$31.00 and this position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. Typically, the Accounts Payable Specialist will work Monday through Friday from 9:00am to 5:30pm. Flexibility, seasonal overtime and off-hours commitment will be required. The Specialist will work on-site in a beautiful historical building surrounded by gardens and a nature preserve.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Accounting

- Perform full-cycle accounts payable tasks using accounting software and other programs in accordance with departmental policies and procedures;
- Maintain accurate vendor database by establishing new vendors and updating existing vendor setup as needed;
- Receive and review accounts payable invoices, disbursement requests, and related documents and coordinate with budget managers to ensure accurate and complete invoice approval and coding;
- Process accounts payable invoices and disbursement requests in Financial Edge General Ledger software;
- Prepare and record various types of payments including checks, ACHs, wire transfers, and bank drafts;
- Review, analyze, and reconcile vendor ledgers and various reports to ensure vendor payments are accurate and timely;
- Identify and resolve any discrepancies between invoices and vendor statements;
- Handle vendor inquiries and vendor issue resolutions;
- Complete federal and state vendor report filing including but not limited to Form 1099s and California nonresident withholding compliance;
- Organize and maintain files and records in accordance with the document retention policy;
- Assist audit process as requested;
- Assist with financial data compilation, journal entries, analysis, and reports for accurate and timely financial reporting;
- Support department and organizational special projects as assigned;

General

- Protect organization's value by keeping information confidential and securing financial information;
- Ability to provide the highest quality services to all customers in every interaction;
- Uphold al Filoli's policies, procedures, guidelines, and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Demonstrate consistent and predictable punctuality, attendance and dependability;

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience:

Education: Associate's degree in Accounting or other business related field, actively working toward a degree in Accounting or other business related field, or equivalent experience; satisfactory completion of undergraduate introductory accounting courses.

Core Competencies:

- ACCOUNTING EXPERIENCE – Minimum of at least one year of full-cycle accounts payable and bookkeeping experience; a basic knowledge of accounting and business operations is essential. Experience in processing financial data in a fast-paced, high-volume environment. At least one year experience with general ledger software and Excel. Current knowledge of Financial Edge a plus but not required.
- PEOPLE, PROJECT, AND PROGRAM SKILLS – Strong problem solving and analytical skills. Effective cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- LEADERSHIP – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- CULTURAL COMPETENCIES – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, AND INCLUSION – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMMUNICATION SKILLS – Strong verbal and written communication skills.
- DECISIVE NATURE – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- COMPUTER SKILLS – Must have a high proficiency in MS Excel. Proficient with Windows, Microsoft Office products, and Google applications. Ability to explore, learn, and adapt to evolving technology tools.
- AVAILABILITY – Maintain a flexible work schedule to meet the demands of executive management.

Skills and Abilities:

- Ability to demonstrate and maintain a high level of confidentiality, honesty, and integrity;

- Ability to be a motivated team player who can maintain high level of efficiency, accuracy, and responsibility and can demonstrate multitasking, strong time management, organizational skills in a fast-paced environment;
- Strong desire to take on new challenges and learn as much and quickly as possible;
- Strong customer service orientation.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods at a computer;
- Lift/carry items up to 20 pounds.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.