**JOB ANNOUNCEMENT**

**Accounts Payable & Payroll Specialist (Full-time, Non-Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 50+ and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $300 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary:**

Responsible for making cash disbursements, including, but not limited to invoices, credit card expenses, employee reimbursements and recurring billings. Performs various professional accounting duties including maintenance and analysis of accounting records and preparation of accounting schedules. Prepares journal entries and reconciles ledger accounts. Assists staff and vendors with issues and questions related to accounts payable. The person in this role will support Human Resources with processing payroll and the New Markets Tax Credit program in accounting related functions.

**Key Responsibilities:**

**Accounts Payable:**

* Receives invoices, statements, reimbursement requests, and other requests for payment. Reviews AP documents, verify GL coding & prepayments, and secures departmental/management approvals.
* Enters AP items in accounting system and establishes payment aging.
* Reviews credit card statements, collects back-up information from employees, and insures proper approvals have been provided, process payments and recording in accounting system.
* Maintains contract files for leases, consultants and other vendors.
* Maintains AP invoice/reimbursement files by vendor/payee.
* Maintains W-9 files and generates year-end 1099s.
* Performs verification of failure to clear checks, stop payments and reissuance if required.

**Savings Program:**

* Receives and processes withdrawal request batches from the Savings Program. Detects and resolves discrepancies.
* Performs the account transfers necessary for issuance of checks and processes check requests.
* Generates weekly reports of transfers and disbursements for posting and reconciliation.
* Submits positive-pay notifications to bank.

**Monthly Book Closing:**

* Records the FSA plan disbursements.
* Prepares journal entries for prepayments, amortization of insurance, revenue deferral for Savings Program contracts, wire transfers, AP coding reclassifications.
* Provides support in the production of the monthly financial reports as required

**Payroll:**

* Prepares semi-monthly payroll, including transfer of time sheet information and processing of commissions.
* Prepares 403(b) contributions including semi-monthly entries into the Vanguard system.
* Prepares journal entry for payroll, section 125, and 403(b) contributions
* Processes new hires, employee changes and terminations in payroll system. Updates direct deposit, 403(b) employees contributions, garnishments (if any), and other information as requested by HR Director
* Collaborates with Human Resources Director for payroll audits and government mandated reporting requirements.

**New Markets Tax Credits:**

* Provides accounting support to New Market Tax Credit Finance and Compliance Officer
* Serves as back up accountant for the New Market Tax Credit (NMTC) program in the following functions:
  + Records monthly transactions
  + Pays bills
  + Invoices and collects
  + Performs reconciliations
  + Ensures the organization remains in compliance
  + Willing to learn and develop a solid understanding of contracts and accounting of New Market Tax Credit transactions to produce Quarterly and Annual Reports and assist with Annual Audit.

**Other**

* Supports AR and other functions as needed
* Thinks critically about policies, procedures, and practices and proposes ways to increase efficiency of the department.
* Must be vigilant to compliance requirements and alert to possibility of fraud. Proposes ways to prevent and detect it as needed.
* Collaborates with Controller on annual audit preparation including creation and implementation of processes and schedules.
* Other duties and responsibilities as may be required.

**Required Qualifications:**

* 1-2 years hands-on Payroll processing experience (experience with Paychex a plus)
* 1-2 years AP & General Ledger experience
* Accounting degree or commensurate experience
* Power-user Microsoft Excel
* Experience with Sage/MIP accounting software a plus
* The ideal candidate possesses the following qualities:
* Attention to detail
* Experience with & ability to handle confidential information in a professional manner
* Willingness to learn and a quick study
* Enthusiasm for Opportunity Fund’s mission of advancing the economic well-being of working people.

**Compensation and Office Location:**

* Base salary, dependent on experience.
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution);
* Paid vacation (increased with tenure), holiday and sick leave days.
* Position located at Opportunity Fund’s San Jose office.

**To Apply:**

Interested candidates should email a resume and thoughtful cover letter to jobs@opportunityfund.org that includes how you heard about the position and “AP & Payroll Specialist” in the subject line.

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