



## ACCOUNTS PAYABLE LEAD

**OVERVIEW:** Oversees accounts payable and upholds compliance of the Museum's disbursement policies

**FLSA STATUS:** Non-exempt      **REPORTS TO:** Controller

### ESSENTIAL FUNCTIONS:

1. Provide accurate accounts payable processing by reviewing invoices, disbursement requests and staff reimbursements to be paid, confirming that proper approval has been obtained, and verifying that account coding is appropriate.
2. Input accounts payable batches. Prepare computerized checks, manual checks, bank wires, and ACH transfers.
3. Upload and process payments monthly for the Museum's Sales Gallery.
4. Administer the Museum's corporate credit card program including monthly posting of charges and serving as a liaison for the program to cardholders.
5. Sort and distribute incoming mail.
6. Maintain Forms 1099 and 1042 records and prepare annual tax filings.
7. Assist with the annual financial audit.
8. Research accounts payable related issues. Assist with infrastructure projects. Perform other duties as assigned.
9. Represent the Museum with a high level of integrity and professionalism and support management decisions in a positive, professional manner.
10. Perform other duties as assigned.

### QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Associate of Arts degree in accounting or equivalent related experience.
2. Two+ years' experience in accounts payable and good knowledge of basic accounting procedures.
3. Excellent interpersonal, written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
4. Demonstrated proficiency and accuracy using MS Office products, including Word, Excel, Access, Outlook, and other software programs.
5. Good problem-solving, decision-making, and analytical skills.
6. Ability to work independently and assess priorities.
7. Ability to work with close attention to detail and to maintain confidentiality of sensitive information.
8. Ability to adhere to Museum policies and to support management decisions in a positive, professional manner.

The Seattle Art Museum will consider reasonable accommodations for those applicants with disabilities who may need a reasonable accommodation to perform the essential functions/duties. Please contact the Human Resources Department for additional information.

Seattle Art Museum is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

**TO APPLY:** Please visit <http://visitsam.org/careers> for specific instructions on how to submit SAM employment application, cover letter and resume.

**Deadline:** Open Until Filled