



**Position:** Accounts Payable Manager  
**Program:** Finance – Administration  
**Department:** Finance  
**Reports to:** Controller  
**Compensation:** DOE  
**Status:** 100%; Regular; Full-time; Non-Exempt; Confidential  
**Probation:** 90 Days  
**Benefits:** Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

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### **JOB SUMMARY:**

Accounts Payable (AP) Manager will be responsible for the management of the day to day operations of the AP department.

### **ESSENTIAL FUNCTIONS:**

- 1) Manage and oversee daily operations within the department including training, motivating, and retaining personnel;
- 2) Foster an environment of continuous development and improvement within the AP department;
- 3) Develop, maintain, and enforce policies and procedures, internal controls, and operating standards to ensure consistent and expected results;
- 4) Troubleshoot escalations timely to ensure stakeholders requirements are met while ensuring compliance;
- 5) Design, train, and support internal customers with expense reimbursement requirements;
- 6) Develop goals and metrics for members of the AP team, regularly evaluate progress in meeting them;
- 7) Manage vendor inquiries regarding invoicing and payment scheduling;
- 8) Build and maintain effective relationships with internal customers through timely and accurate payments and response to inquiries;
- 9) Work with Assistant Controller with developing procedures for Employee Electronic Reimbursements, Vendor ACH Payments, Travel and Expense, and Workflow;
- 10) Reevaluate departmental policies and procedures on a regular basis, make recommendations to management;
- 11) Train and evaluate employees to enhance their performance, development, and work product;
- 12) Address performance issues and make recommendations for personnel actions;
- 13) Oversee the preparation of files for year-end, including 1099 forms;
- 14) Perform monthly reconciliation between accounts payable and the general ledger;
- 15) Oversee cash deposits and ensure appropriate controls are in place;
- 16) Other duties as assigned.

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Experience working with the LGBTQ community and familiarity with issues of relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) 6-8 years of accounting experience or equivalent education;
- 4) Well organized to manage high demand and diverse work activities;
- 5) Ability to prioritize competing deadlines from a variety of stakeholders;
- 6) Technical ability to identify and implement system enhancements;
- 7) Proficient with Microsoft Excel;
- 8) Must have ERP AP system experience, Microsoft Great Plains preferred;
- 9) Strong interpersonal skills for interacting with Finance staff, other departments, and management;
- 10) Willing and able to work evenings and weekends when necessary;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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E-mail **cover letter** and **resume** as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit a **cover letter** with **application/resume** to:

**Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.