



2005 Longest Avenue, 2nd Floor
Louisville, KY 40204
(502) 694-1979
info@nextstepus.org

Job Description

Accounts Payable, Payroll, and Benefits Specialist

General Purpose

This is part-time position (30 hours/week) with the potential to transition to full-time. This position is based in Louisville, Kentucky, reports directly to the Controller, and is responsible for accurate and timely accounting support.

Job Responsibilities

Accounts Payable:

- Process accounts payables transactions.
- Prepare cash log/deposit records.
- Code expenses to grants and contracts and ensure fiscal transactions comply with applicable grant requirements and Generally Accepted Accounting Principles (GAAP) accounting standards.
- Maintain vendor contractual records.
- Process standard recurring entries.
- Monitor adherence to established internal control structures.
- Maintain Salesforce records for vendor and other records.

Employee Payroll and Benefits Coordination:

- Manage bi-weekly payroll administration, time record coding and all supporting documentation.
- Manage employee benefits and coordinate onboarding with the HR representative.
- Manage relationships with vendors to ensure best price, benefits level and service provided for employees.

Financial Reporting and Administration:

- Maintain tracking and maintenance of all office equipment and facilities management.
- Report to Controller and assist in the preparation of monthly closeout and reconciliation financial statements in accordance with GAAP.
- Assist the Controller in preparing Board Finance Committee agendas and resolutions.
- Make recommendations to executive leadership for efficiencies, streamlined work flows and support staff efficiencies in methods for submitting bills for payments.
- Complete special projects, as assigned, including research, data compilation, documentation and presentations for internal and external presentations.
- Position requires cross training of duties to cover workload in case of extended absence.



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- Perform delegated responsibilities as designated by the supervisor in his/her absence.
- Keep intellectual property, trade secrets, membership information and business planning information confidential.
- Handle sensitive and confidential information.
- Develop work plans and implement projects independently.
- Other duties as assigned by the Controller, CEO or President & Founder.

General Qualifications

- Advanced Microsoft Office skills including Excel, Word, PowerPoint and Outlook.
- Advanced Salesforce skills a plus.
- Advanced QuickBooks skills required.
- Ability to keep and maintain confidential and secure records information.
- Strong organizational, project management, multi-tasking and problem-solving skills, with attention to detail.
- Ability to communicate effectively both orally and in writing; proofing of emails and documents required; accuracy and grammar skills are vital.
- Embodies a positive attitude and a “get it done” approach to work and tasks.
- Desire to work in a dynamic environment, have self-starter initiative, and a sense of responsibility.
- Ability to learn new skills quickly.
- Friendly and professional demeanor.
- Spanish-language proficiency a plus.
- Must be able to lift up to 25 lbs.
- Must be able to navigate stairs.
- Ability to work in a fast-paced work environment.
- Ability to provide very high accuracy with finances in a timely manner.

Education and Experience

- Associate’s Degree or Vocational/Technical certificate in a business-related field of study. Experience may be substituted for the degree requirements Bachelor’s degree in accounting preferred.
- Five (5) years of professional experience in accounting, bookkeeping, and payroll administration Benefits management experience a plus
- Five (5) years minimum experience using Microsoft Suite. Salesforce and QuickBooks experience strongly preferred.



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Work Hours and Environment

- Office operating hours are 8:30 a.m. – 5:00 p.m.; occasional availability on evenings and weekends required.
- Casual dress in office, professional dress when meeting external partners.
- Background check, credit check and drug test required.
- Next Step offers paid time off, paid holidays, health insurance and other benefits.

Application

To submit an application, send your resume, cover letter and three (3) references to Shelly Trent, Training Coordinator, at s.trent@nextstepus.org.