



## CATALINA ISLAND CONSERVANCY

*A responsible steward of its lands through a balance of conservation, education and recreation*

**POSITION:** Accounts Payable Administrator

**DEPT:** Finance

**REPORTS TO:** Controller

**STATUS:** Full-time, Exempt

**GRADE:** 104

**PAY RANGE:** \$56k - \$75k/ annually

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**WORLD LEADER IN CONSERVATION:** The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

### **FUNCTION:**

This key role in the accounting department will administer all aspects of the Accounts Payable functions and other miscellaneous duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the full cycle of accounts payable process, including but not limited to receiving and processing invoices, verifying accuracy, obtaining approvals where applicable, and manages payment run process weekly and off-cycle.
- Processes monthly company credit card and expense reports in SAP Concur and imports data to Sage.
- Manages SAP Concur system, sets up new credit card accounts, eliminates the old accounts, trains new users, manages limits, pays credit card bills, creates rules and exceptions in SAP Concur.
- Ensures coding accuracy and performs coding correction where applicable.
- Records payments in the accounting system.
- Prepares monthly and Ad Hoc reports and periodic analysis of vendor accounts and maintains AP Aging report.
- Supports month and year end close and audit processes.
- Maintains vendor relationships by responding quickly and accurately to both internal (company) and external (vendor) questions and requests for information.
- Creates and maintains purchase orders in SAP Concur. Matches invoices to purchase orders.
- Onboards vendors by verifying vendor information, including W9s, 1099 status, banking instructions, etc. Creates and maintains vendor records.
- Resolves vendor issues on an ongoing basis. Research problem invoices that cannot be paid for various reasons.
- Assists in identifying process inefficiencies and making recommendations for process improvements and system updates for timely vendor payment and inquiry responses.
- Reconciles complicated vendor account activity and identifies correction actions needed to resolve differences.
- Maintains 1099's information in the accounting system and manages the 1099 reporting process at year-end.

- Reports Independent Contractor information to EDD as required by law.
- Assists in miscellaneous accounting processes and procedures.

**QUALIFICATION REQUIREMENTS: EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in accounting and finance preferred, or equivalent experience.
- Requires: 3-5 years of experience
- SAP Concur experience required.
- NetSuite/Sage Intacct experience and not-for-profit experience preferred but not required.
- Intermediate experience in Excel required (Pivot tables, vlookup).
- Excellent verbal and written communication skills.
- Ability to prioritize tasks, meet deadlines, and work effectively in a fast-paced environment.
- High degree of attention to detail and ability to work independently.
- Ability to troubleshoot and contact internal and external support on their own.
- Strong analytical, problem-solving and time management skills.
- Hybrid position (primary location: Long Beach), with regular travel to Catalina Island.

**WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The location has moderate noise levels and is a non-smoking environment.
- Most of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.

**COMPENSATION & BENEFITS:**

The upper portion of the salary range is typically reserved for existing employees who demonstrate strong performance over time. Starting salary will vary by qualifications, and prior experience. We pay competitively in the nonprofit space and offer a robust benefits package.

Catalina Island Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.