

**May 28, 2025**

*Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.*

### **Accounts Payable Specialist**

Part-time non-exempt position providing accounts payable support to Operations Manager to ensure the efficient financial process.

#### **Responsibilities**

- Process a high volume of vendor invoices and employee reimbursements accurately and on time using BILL.
- Monitor the accounts payable email inbox daily, ensuring timely processing of incoming invoices.
- Onboard new vendors and maintain up to date vendor records within BILL, including contact information and W9's.
- Review and verify invoices, ensuring proper coding, supervisor approvals and documentation are attached.
- Track and resolve invoice discrepancies, including missing information, or unauthorized purchases.
- Schedule and initiate payments via ACH on vendor websites.
- Communicate with vendors to resolve invoice discrepancies or payment questions.
- Work closely with our Financial Consultant to ensure the coding of invoices are accurate.

#### **Minimum Qualifications**

- Minimum of 2 years of experience in accounts payable
- High school diploma or G.E.D.
- Excellent knowledge of computer use with proficiency in Word, Excel and Outlook
- Strong attention to detail and attention to accuracy
- Excellent time management and organizational skills
- Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team
- Self-motivated with the ability to work with minimal supervision
- Commitment to and experience in working with people from diverse populations and marginalized communities

**Preferred Qualifications**

- Associate's degree in accounting, finance, HR or related field
- Knowledge of accounting software (QuickBooks, NetSuite, etc.)
- Experience providing administrative and finance support in a non-profit setting
- Knowledge of domestic and sexual violence issues and their impact

**Hours**

Monday – Friday, between 8:00am – 4:30pm. Up to 20 hours a week.

Mostly remote work: Candidate would need to be on site for the first 2-3 weeks for training.

**Starting Salary Range**

\$20.00– \$23.79 per hour DOQ, along with an excellent benefits package including health and dental Insurance, retirement plan with employer match, medical, life insurance, short term and long-term disability insurance.

**How to Apply**

Please submit a cover letter and resume to Director of Human Resources at [hadmin@alexandrahouse.org](mailto:hadmin@alexandrahouse.org). Accepting applications until position is filled. Additionally, please apply at [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6818628](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6818628)

\*\*\*No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within three business days after resumes are received.

*Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.*