SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks a temporary part-time Accounts Payable Clerk to join our Finance Unit in Seattle. This is a temporary position that is expected to last for a period of six months. The Accounts Payable Clerk will work alongside our Bookkeeper, Accountant and Finance Director in supporting vendors and a staff of 120+. Work is mostly going to be completed remotely due to COVID, however, there will be occasional work and training that will be in person in our Seattle office.

The Accounts Payable Clerk will be responsible for accounts payable functions on an accrual basis, including payments to suppliers, contractors, and employee reimbursements. Familiarity with ACH payments needed, and MIP accounting software desirable.

We hope you can join us in our fight of keeping families together, protecting people from violence, and standing up to injustice.

ABOUT NWIRP:

Founded in 1984, the Northwest Immigrant Rights Project is a nationally-recognized legal services organization dedicated solely to advancing and defending the rights of low-income immigrants and refugees. Each year, NWIRP provides direct legal assistance in immigration matters to over 10,000 people from over 150 countries, speaking over 60 different languages and dialects. NWIRP also strives to achieve systemic change to policies and practices affecting immigrants and refugees through impact litigation, public policy work and community education. NWIRP serves the community from four offices in Washington State in Granger, Seattle, Tacoma and Wenatchee.

COMPENSATION AND BENEFITS

Compensation for this temporary part-time position (20 hours) for candidates with no experience is $26.07/hr and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience the compensation would be $33.45/hr; 20 years = $40.54/hr.

This temporary contract position is not part of NWIRP’s collective bargaining unit, but includes employer paid health, vision, dental, retirement contributions, generous paid leave (vacation, holidays, sick/safe) and employer paid life insurance.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:
Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

**RESPONSIBILITIES**

The Accounts Payable (AP) Clerk will support the Finance Unit in a variety of tasks. Responsibilities the AP Clerk will share with our Bookkeeper will include:

- Payment of expenses to providers and vendors requested by legal and other staff based on check requests approved by supervisors and coded to the correct grant/program/location based on the nature of the expense or the client served.
- Receipt and payment monthly of approved employee reimbursement request forms with proper supervisor approval and backup documentation.
- Allocate certain direct periodic expenses charged monthly or other period using MIP distribution codes.
- Receive monthly downloaded credit card expenses and send out to cardholders using the credit card expense form for coding into MIP. AP follows up to sure all backup invoice/receipt copies are received with a copy of the coding form and filed.
- Ensure all expenses have proper backup, received either in hardcopy or electronically before payment (invoice, check request, supervisor approval, and documentation of goods received or services performed) and coordinate proper coding of expenses.
- Set up new vendors before payment, obtaining W-9 forms and coding as 1099 vendors when appropriate and setting up to receive ACH payments when requested/authorized. Issue 1099-MISC forms annually.
- Print checks (or upload ACH payments). Obtain authorized signatures for checks and distribute.
- Ensure accurate filing/recordkeeping for all AP payments and backup documentation whether via check or ACH.
- Maintain security of check stock and order as needed.
- Reconcile quarterly and ensure the correct contents/balance of GL balance sheet accounts for which the bookkeeper is the primary user, e.g., prepaid expenses, credit card payable, employee receivables.
Review stale checks and reprocess as necessary.
Whenever possible/practical promote conversion of invoice payment and recordkeeping to electronic format, including invoicing, autopay, and ACH payment using the MIP EFT Module.
Other duties and tasks as assigned by the Finance Director.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision, and values.
- Minimum of 2 years of experience in Accounts Payable and finance procedures.
- Knowledge and experience with fund accounting, accounts payable and payroll functions.
- Excellent written, written and oral communication skills.
- Ability to work with detailed information with a high degree of accuracy.
- Ability to be accurate and meet deadlines in a high-volume setting.
- Ability to learn and follow procedures quickly.
- Commitment to working in a diverse working environment.
- Embraces process improvement and is comfortable making recommendations.
- Strong organizational skills.
- Ability to work independently and as a team player.
- Familiarity of MIP (or ability to learn), online payroll systems, web-based software, MS Word and Excel.

REPORTS TO

Finance Director

To APPLY

Send cover letter, resume and references to: tempapclerk@nwirp.org with the subject “AP Clerk”. Full consideration will be given to those who apply by July 16, 2020, but applications will be accepted on a rolling basis until the position is filled. Please note that though most work will be done remotely, there will be occasional job duties and training that will require this person to be in our Seattle office.