



BOYS & GIRLS CLUBS
METRO DENVER



Make a DIFFERENCE FOR KIDS

Helping Kids. Building Communities.



JOIN US! We are looking for mission-driven individuals to join our diverse and dynamic team. We serve kids across the Denver Metro area in an after-school and out-of-school setting.

OUR MISSION is to provide our Club Members with a safe, supportive, fun and enriching environment that inspires and empowers them to achieve their greatest potential.

OUR VISION is for all kids will have the opportunity to achieve their greatest potential.

OUR VALUES enable and guide our employees to make a lasting difference for kids.

- **Respect:** We recognize that each person has equal, intrinsic worth and deserves to be treated with dignity.
- **Integrity:** We operate with honesty and hold ourselves accountable for all words and actions.
- **Excellence:** We set high expectations and work hard to achieve them by engaging in continuous learning and improvement.
- **Teamwork:** We collaborate openly on common goals to leverage the expanded knowledge of our entire community.
- **Innovation:** We seek out and embrace new possibilities that can increase our impact.

Accounts Payable Coordinator

Location: Program Support Center

Position Summary:

Reporting to the Accounting Manager, the Accounts Payable Coordinator is responsible for intaking and processing all payments for goods and services across Boys & Girls Clubs of Metro Denver (BGCMD). This position must work fluently in a NetSuite environment to process the weekly payments to vendors, properly code all invoices, and leads the monthly corporate credit card reconciliation.

Position Responsibilities:

Maintenance of Vendor Files

- Maintains vendor files and approved vendor list in NetSuite.
- Works collaboratively with the AR/Payroll Assistant to ensure all proper vendor set up, documentation, and due diligence is completed within NetSuite (scope of work/contract, W9, COI, background checks).

Invoices/Expense Reports/Check Requests

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Intakes all invoices, expense reports, and check requests from employees and verifies that all required approvals and substantiation documentation is included.
- Verifies payment amounts, vendor status, due dates, and account coding within NetSuite.
- Records all invoices in NetSuite.
- Records and posts all payment records in NetSuite.

Payments

- Execute the weekly payment of invoices and check runs.

Corporate Credit Cards

- Leads the monthly reconciliation of BGCMD's corporate credit card program, including reconciliation process and reviewing expense documentation.

Additional Responsibilities

- Assists with providing supporting documentation for grant reporting and audits if requested
- Responsible for annual 1099 reporting.
- Assist with annual audit when needed.
- Create/update relevant A/P forms (check request, expense report, credit card reconciliation) and make available to employees.
- Communicate changes to employees of IRS approved mileage reimbursement rates.
- Process per diem payments to employees.

Requirements:

- Candidates must be able to pass a drug test that includes screening for marijuana, criminal background check, driving records investigation and reference checks.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data.
- A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Position Details:

Job Status: Full-Time, Exempt

Pay Range: \$40,000 - \$55,000

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.