Job Title: Accounts Payable Clerk  
FLSA Classification: Non-Exempt  
Pay Rate: $20 / hour  
Part Time: ☒  
Full Time: ☐

Supervision Received: Works under the supervision of the Director of Finance  
Supervision Exercised: None

Job Summary: The Accounts Payable Clerk reports to the Director of Finance and is responsible for the Accounts Payable management of the organization. The AP Clerk will work with the Finance Department staff to process all accounts payable and reconcile the AP ledger. This is a part-time, non-exempt position that will require an approximately 8-10 hours per week commitment. This is a primarily in-office position; remote work is possible with Supervisor approval.

Essential Responsibilities:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, communicating with Directors regarding expenses and cost centers, and recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal ID numbers, scheduling, and preparing checks for printing, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by filing documents.

Competencies:

- Tracking budget expenses
- Attention to detail
- Thoroughness
- Organization
- Analyzing information
- Accounting
- Vendor relationships
- PC proficiency
- Data entry skills
- General math skills.
Education Requirement

- High school diploma, GED, or equivalent required
- Bachelor’s degree in accounting, finance, or related field preferred.

Experience Requirement

- Previous accounts payable experience of 2 to 4 years preferred.

Knowledge, Skills, and Abilities:

- Demonstrated proficiency with the following:
  - Expenses Module (Vendors, Bill Payment, Expenses) in QuickBooks Online
  - Vendors Module (Vendor Center, Enter Bills, Pay Bills) in QuickBooks Desktop Pro.

Special Requirements:

- Valid New Mexico Driver’s license.
- May be required to occasionally work weekend or evening hours.

Physical Requirements:

- This position requires the employee to sit and/or stand for a majority of the day. Constant hearing, seeing, talking, communicating, reading, writing, and typing in an indoor environment

Working Environment:

- Work is primarily performed in an office environment.

Equal Employment Opportunity:

The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:

Please send your resume and cover letter as attachments via email to hr@santafebotanicalgarden.org and include “AP Clerk” in the email subject line. Applications will be reviewed beginning December 4th until the position is filled.

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden. For more information, visit us online at santafebotanicalgarden.org.