

APOLLO

Job Description

Job Title:	Accounts Payable Clerk
Department:	Finance
FLSA Status:	Non-exempt, Part-time
Reports To:	Director of Finance
Schedule:	Hybrid On-site + remote
Location:	Apollo Theater

Organization: The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary

Part-Time A/P Clerk to assist in the data entry, tracking and processing weekly accounts payable, reimbursements and corporate credit card reconciliations cross all institutional departments.

Essential Job Functions

- A/P functions including reviewing invoices, verifying account codes, process payments, investigate payment issues with other departments and vendors,
- Assist with annual 1099 filings.
- Assist in performing monthly credit card reconciliations, collect receipts from cardholders, verify coding and ensure appropriate back-up is attached for each charge.
- Maintain digital and paper filing of expense records.
- Work cross-departmentally to ensure payables are remitted and recorded on timely basis
- Conduct periodic general ledger account analysis.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree in Finance or Accounting, or Associate's degree and 1-2 years related work experience.

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Required Competencies

- Excellent attention to detail
- Extremely organized and efficient.
- Exceptional mathematical and calculation skills
- Verbal and written communication
- Ability to work with a team
- Experience with a non-profit or entertainment industry desired.
- Proficient in Word, Excel and Outlook.

COVID-19 VACCINATION

Full COVID-19 vaccination required as a condition of employment; however, reasonable accommodations will be considered for medical- and religious-based reasons.