



**Historic Deerfield®**  
*Opening Doorways To The Past.™*

## **Accounts Payable Specialist Job Description**

### JOB SUMMARY

The Accounts Payable Specialist in the Business Office is responsible for all aspects of accounts payable, cash deposits, the corporate credit card program, and remittance of sales and use taxes. The Accounts Payable Specialist also prepares certain account reconciliations and analyses. The role is cross trained to perform human resources and payroll functions as needed. Reporting to the Chief Financial Officer, this role is a full-time, benefit eligible position.

### CORE DUTIES

#### *Accounts Payable*

- Reviews and enters all invoices for payment and processes the weekly check run
- Maintains accounts payable records
- Ensures appropriate tax information is on file for all vendors
- Processes annual Forms 1099
- Submits electronic invoice payments as needed
- Operates the corporate credit card program(s)
- Remits state sales and use tax payments
- Unclaimed property management

#### *Revenue and Cash Receipts*

- Records cash receipts and makes daily bank deposits
- Books revenue to the general ledger

#### *Accounting*

- Creates and enters journal entries
- Completes account reconciliations
- Prepares account analyses as requested for audit or other purposes

#### *Other*

- Performs customer service functions for the Business Office
- Cross-trained to perform human resources and payroll functions
- Other duties and projects as assigned
- Serves as a member of the business office team and serves as the back-up to other members thereof

### KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of two years of accounting or accounts payable experience (non-profit experience, a plus)
- Understanding of federal and state tax regulations as it relates to vendor payments
- Strong attention to detail
- Commitment to customer service and diplomacy; including strong interpersonal skills

- Possesses integrity, ethics and respect for confidentiality
- Proficiency with using software including database, electronics, and Microsoft products
- Able to work in a team environment, as well as individually
- Demonstrated ability to multi-task several assignments at the same time
- Frequent calculating, interrupted work on a variety of interrelated tasks, and use of sustained concentration, reasoning, judgment, resourcefulness, analytical ability, and ingenuity

#### PHYSICAL REQUIREMENTS

- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
  - Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, writing by hand, sort/file paperwork.
- \* - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

#### WORKING CONDITIONS

- Work is performed primarily in an interior/office environment
- Occasional travel on campus to departments/buildings or to local off-campus locations
- This position may be eligible for a limited telework arrangement in compliance with the organization's Telework Policy.

#### About Historic Deerfield

Historic Deerfield is a nationally renowned cultural history museum situated in an authentic 18th-century New England village in the Connecticut River Valley of Massachusetts. Its historic houses and world-famous collection of early American decorative arts open doors to new perspectives that inspire people to seek a deeper understanding of themselves, their communities, and the world.