



ACCOUNTS PAYABLE SPECIALIST (PAYROLL SUPPORT)

Department: Finance/Human Resources
Reports to: Senior Accountant
Location: Anchorage

Classification: Exempt
Status: Full-time
Revision Date: 04/10/2026

Position Summary: The Accounts Payable Specialist (Payroll Support) is responsible for the timely completion of a variety of day-to-day finance and human resource support functions. This position is responsible for accounts payable, processing payroll, benefits administration, recruitment coordination, and any program support as assigned. This position works with the Senior Accountant, Senior Director of Finance & Operations, and Director of Human Resources.

Minimum Qualifications & Experience

- Associate Degree in Accounting, Finance, Business Administration or similar fields;
OR
- Two years' experience in a business administration support role in the finance department of an organization; AND
- Proficient use of computers and standard office equipment, excellent written and verbal communication skills, and the ability to prioritize workload to meet deadlines is required.
- Possession of a current State of Alaska Driving License and maintenance of a clean driving record.
- Ability to clear and maintain stringent federal, state and local background clearances.

Essential Functions

Finance Department Support Functions:

Accounts Payable

- Timely process weekly accounts payable invoices
- Route invoices internally for review and approval through our accounting software. This includes: ensuring proper documentation is attached, there are no duplications, and account coding is accurate, consistent, and in accordance with approved budgets.
- Review vendor ledger to ensure all bills are paid timely and coordinate with vendors to obtain proper supporting documentation.
- Maintain vendor database and W-9s.
- Reconcile monthly credit card statements and track all receipts for proper record retention.
- Review petty cash reconciliation and disbursement requests
- Maintain in-kind donations log, including preparing monthly journal entries for recognition of in-kind expense and revenues.
- Maintain gift card inventory, including preparing monthly journal entries to record gift card activities.

Payroll



- Coordinate with Human Resources Department to ensure all employees are properly entered and maintained in payroll software.
- Review biweekly payroll inputs for the 3rd party payroll processor, this includes:
 - Reviewing timesheets against payroll policies
 - Reviewing pay rates against approved documents
- Reconcile employee benefit payroll deductions with billing from benefit vendors and prepare related benefit disbursements.

Human Resource Department Support Functions:

- Coordination of Benefits education for employees during annual open enrollment, and for new employees during their orientation and onboarding period.
- Assist in maintaining retention of employees, volunteers, and contractors' records during their tenure at AWAIC. This includes both physical files as well as in the HRIS system.

Supervisory Accountabilities:

This position is not responsible for management or supervision of other positions.

Knowledge, Skills, and Abilities Required:

Knowledge

- Knowledge of nonprofit accounting and budgets
- Knowledge of Department of Labor laws and regulations

Skills

- Demonstrate good organization and filing skills.
- Demonstrated ability to work independently, juggle multiple projects, meet deadlines, and manage priorities.
- Knowledgeable in typical office software programs and applications.
- Knowledgeable in accounting and payroll software programs and applications.

Interpersonal

- Demonstration of ethics, integrity, fairness, and trustworthiness.
- Demonstrate good oral and written communication skills.
- Effective, supportive, and positive interpersonal communication skills and behaviors.
- Ability to demonstrate empathy and compassion consistent with the organization's guiding principles and values.

Acknowledgement

Employee

Date

Supervisor

Date



AWAIC is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic. Employment with AWAIC is at-will, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by applicable law or a written agreement. Signing below does not change the at-will employment status.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.