

Job Description

Position Title: Cash Management and Accounts Payable Accountant
Program: Administration/Finance
Supervisor: Controller **Classification:** Non-Exempt
Creation/Review: July 2025

Summary

Reporting to the Controller, the Cash Management and Accounts Payable Accountant is responsible for managing cash transactions, managing the accounts payable system, and managing the accounts receivable system. This position works closely with other members of the Finance Department, administrative staff, and program staff.

Duties & Responsibilities

The following duties and responsibilities reflect the essential functions of the position, but do not restrict the assignment of additional tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Process, record, and report cash receipts, accounts receivable, and ACH withdrawals.
2. Review, process, and record accounts payable.
3. Process checks and ACH payments for accounts payable transactions.
4. Reconcile vendor accounts.
5. Maintain contract files.
6. Review procurement files for programs within organization.
7. Manage online banking services.
8. Maintain Sage accounts receivable module.
9. Manage PayPal activity and process credit card transactions.
10. File abandoned property report with the State of Vermont.
11. Monitor and report on cash flow.
12. Process 1099's.
13. Backup for payroll.
14. Other duties as assigned.

Education, Experience, & Certifications

- Associate's degree in accounting or equivalent relevant work experience.
- Experience working in a nonprofit organization with federal and state awards preferred.
- Experience with Excel required; prior experience with Sage/Intacct and ADP preferred.

Required Knowledge and Competencies

- Knowledge of accounting principles.
- Proficiency with Microsoft Office products, with strong skills in Excel.
- Knowledge of and ability to use various computer-based accounting and payroll systems.
- Excellent organizational skills, with demonstrated ability to create and maintain electronic and hardcopy file and information management systems.
- Knowledge of and ability to apply OMB Uniform Guidance and other federal/state requirements.
- Ability to consistently complete tasks with a high rate of accuracy, manage projects to completion, and meet deadlines with minimal supervision.
- Ability to follow instructions, protocols, rules, and policies, and to use available tools and resources to find needed information.

- Ability to communicate effectively, verbally and in writing; to prepare clearly written correspondence; and to provide verbal and written instruction and guidance in clear and understandable terms.
- Understanding of confidential information management, and ability to strictly maintain confidentiality.
- Strong problem-solving and analytical skills.
- Ability to work as a team and collaborate effectively with staff across departments.
- Ability to navigate conflicts and challenges with respect and a solutions-oriented approach.
- Ability to maintain a calm demeanor and to make sound decisions in challenging situations.
- Ability to adapt and respond to changing needs and priorities.
- Understanding of Capstone's mission and commitment to providing administrative services in alignment with and support of the mission.

Working Conditions

This position is primarily an office-based administrative position. Position responsibilities require onsite presence.

Occupational Risks

This position requires extended periods of remaining in a stationary position at a workstation and using a computer. Measures to prevent ergonomic injuries should be taken.

Physical Requirements

- Regularly required to work a full-time schedule during core business hours.
- Frequently required to move about and navigate a variety of physical environments including offices and program spaces within the Agency.
- Frequently required to remain in stationary position for extended periods of time.
- Constant operation of a computer, keyboard, mouse, and other devices and objects.
- Participation in training sessions, presentations, and meetings.
- Occasionally required to lift or transport objects weighing up to 10 pounds.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

This position is funded in whole or in part by private and public funds and may be contingent upon continued receipt of such funding. This job description does not constitute a contract of employment. Employment is "at-will" and may be terminated by the employee or the Agency at any time, regardless of funding status.

The signature below verifies the approval of this job description by program management:

Supervisor Name & Signature

Date

The employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Cash Management and Accounts Payable Accountant Name & Signature

Date

