



Job Title: Accounts Payable (A/P) Specialist

Job Type: Full-Time

About

NEKCV, dba NEK Broadband and CVFiber, is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a growing company of 30 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued. As we continue to grow, we are seeking an Accounts Payable (A/P) Specialist to join our team.

Position Overview

The Accounts Payable (A/P) Specialist is responsible for managing NEKCV's accounts payable processes, ensuring timely and accurate payment of invoices, maintaining financial records, and supporting overall financial operations. This role plays a key part in maintaining strong vendor relationships and ensuring compliance with internal controls, and applicable regulations.

Key Responsibilities

Accounts Payable Processing

- Receive, review, and process vendor invoices for accuracy, proper coding, and approvals
- Match invoices to purchase orders, contracts, and receiving documentation
- Enter invoices into the accounting system in a timely manner
- Prepare and process weekly check runs, ACH payments, and wire transfers
- Ensure all payments are made in accordance with agreed terms

Vendor Management

- Maintain vendor records, including W-9s and contact information
- Respond to vendor inquiries and resolve discrepancies or payment issues
- Assist with onboarding new vendors and ensuring compliance documentation is complete

Reconciliation & Reporting

- Reconcile A/P subledger to the general ledger
- Assist with month-end and year-end closing processes

- Support audit requests by providing documentation and reports

Administrative Support

- Maintain organized and accurate digital and physical filing systems
- Collaborate with internal departments (engineering, operations, construction, etc.) to ensure proper documentation and approvals
- Provide support for special finance projects as needed
- Track and report on outstanding liabilities

Qualifications

Education & Experience

- Associate's degree in Accounting, Finance, or related field preferred
- 2+ years of accounts payable or general accounting experience
- Experience in nonprofit, municipal, or grant-funded environments is a plus

Skills & Abilities

- Strong attention to detail and accuracy
- Working knowledge of accounting principles and A/P processes
- Proficiency in accounting software (e.g., QuickBooks, Sage, or similar) and Microsoft Excel
- Ability to manage multiple priorities and meet deadlines
- Strong communication and problem-solving skills

Benefits

- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match
- Paid time off and holidays.
- Professional development opportunities.
- Salary is dependent on experience. Salary range is \$40k to \$55k plus \$21,000 in benefits.

Application Process

Interested candidates should submit a resume and cover letter outlining relevant experience and qualifications to careers@nekcw.org