



# HURRICANE ISLAND OUTWARD BOUND SCHOOL

## ACCOUNTS PAYABLE MANAGER

**Location:** Camden, Maine

**Status:** Non-Exempt

**Reports to:** Business Director

Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

### POSITION SUMMARY

The Accounts Payable (AP) Manager is responsible for the processing and paying of HIOBS invoices and processing expenses through credit and debit cards. The AP Manager will also process payroll and employee benefits for the organization.

This is a full-time, 40-hour/week position. The Accounts Payables Manager will be expected to work in the Camden office. Will allow flexible scheduling for the right candidate.

### PRIMARY ROLES AND RESPONSIBILITIES

- Oversees receiving, auditing, date stamping, and coding of incoming invoices, billings, statements, and reimbursements. Ensures invoices are authorized before processing and carrying out payment.
- Reconciles vendor statements on a monthly basis.
- Maintains files of pending payables and completed documentation.
- Codes credit and debit card statements and collect transaction receipts.
- Manages and tracks employee wellness benefits.
- Performs monthly bank reconciliations of checks cleared.
- Coordinates with vendors and colleagues to answer questions and resolve problems as necessary.
- Compiles and processes payroll on a bi-weekly basis.
- Maintains staff benefits enrollments and changes.
- Maintains financial controls where required for duties of the position.
- Manage organization's cell phone contracts and hardware.
- Manage copier lease.
- Order office supplies for base camps and the Camden office.
- Assist in yearly budget process.

*In addition to the above responsibilities, the position may be also required to do other duties as assigned.*

## **KNOWLEDGE AND SKILLS**

- Knowledge of accounting principles and practices, with technical payables experience preferred.
- Successful applicant will be detail-oriented, highly organized, and values accuracy in work.
- Computer skills, including applied knowledge of accounting systems, Microsoft Word, Excel, and Outlook
- Excellent communication skills, including verbal phone skills and writing skills. Able to maintain confidentiality as necessary.
- Must enjoy working in a collaborative environment and the have ability to work independently.

## **EDUCATION AND WORK EXPERIENCE**

- 5+ years related experience in accounting responsibilities.

## **LOCATION**

Position requires some regular hours onsite in the Camden, ME administrative office.

## **COMPENSATION**

This is a full-time, 40-hour/week position. Benefits include 10 days of PTO, 13 paid holidays, and 401k plan with Board approved match after one year of employment. Starting wage commensurate with experience and skill level: \$20-\$22/hr.

## **EQUAL EMPLOYMENT OPPORTUNITY**

HIOBS is an equal-opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

## **APPLICATION INSTRUCTIONS**

To apply, please forward a resume and cover letter to [jobs@hiobs.org](mailto:jobs@hiobs.org).