

**The Menil Collection  
Employment Opportunity**

**Title:** *Accounts Payable Specialist*

**Department:** Finance and Accounting

**Reports to:** Controller

**Status:** Full-time; exempt from overtime

**Work location:** Onsite

**General Responsibilities**

The Accounts Payable Specialist is responsible for the daily administration of specialty processes with the Accounting Department. Under the direction of the Menil Collection's Controller, this position performs AP payment cycles, check preparation, and disbursement, including payment and supplier statement reconciliation, specialty payment processing, quality review, and auditing. The Accounts Payable Specialist utilizes critical thinking, analytical, and decision-making skills to proactively and independently perform assigned tasks within deadlines.

**Specific Duties**

1. Perform payment cycles:
  - a. Ensure all invoices and check requests include appropriate supporting documentation, such as approval and receipts.
  - b. Verify the accuracy of invoice amounts and account codes.
  - c. Review and verify approval on all invoices and check requests.
  - d. Update and maintain pending invoice status; contact employees and/or vendors to resolve pending issues.
  - e. Record invoices into an accounting software system.
  - f. Perform timely check preparation and disbursement according to department processes and procedures.
  - g. Facilitates special handling requests and instructions.
  - h. Proactively monitor check-related supplies and equipment to ensure replenishment, repairs, and maintenance are performed before issues develop.
2. Assist with the compilation of monthly utility schedules. Review schedules for completeness and accuracy.
3. Record wire transfers for payment of invoices in an accounting software system.
4. Assist in preparing general ledger schedules and subsequent journal entries.
5. Maintain vendor files for the Menil Foundation.
6. Assist Controller with special projects that require a high level of detail and accuracy.
7. Assist with daily donation batching.
8. Prepare weekly journal entries for the Menil Bookstore.
9. Prepare weekly credit card payment summary for the Menil Bookstore.
10. Enter and post Menil Bookstore journal entries on Financial Edge.
11. Prepare and file monthly Menil Bookstore taxes.
12. Prepare and file yearly 1099 Forms.
13. Prepare and distribute W-9 Forms.

14. Assist with the Menil Bookstore's annual inventory.
15. Perform other duties as assigned.

### **Accounts Payable Essential Skills**

1. Analytical skills
2. Detail-oriented and organized
3. Computation skills
4. Written and oral communication skills
5. Problem-solving skills

### **Qualifications**

1. Associate degree in Business or Accounting, High School Diploma with college course work, or specialized accounting or accounts payable training.
2. Three to four years of experience working in a not-for-profit environment is required.
3. Proficiency in MS Office, including generating and interpreting spreadsheet data.
4. Excellent data entry skills; experience with Blackbaud Financial Edge software preferred.
5. Excellent verbal and written communication skills.
6. Ability to work under pressure in a fast-paced environment.
7. Ability to make sound judgments and demonstrate effective decision-making with accuracy and attention to detail.
8. An unwavering ability to uphold confidentiality and exercise discretion with all sensitive matters.
9. Strong customer service skills.
10. Strong initiative and work ethic with a willingness to implement continuous quality improvement.

### **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

### **How to Apply**

For immediate consideration, please email your resume, cover letter, and salary expectations to [hr@menil.org](mailto:hr@menil.org). You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.