



**Strengthening  
nonprofits and  
the communities  
they serve.**

*Sharing a mission of change*

**Illinois**

333 South Wabash Ave.  
Suite 2800  
Chicago, IL 60604  
312 629 0060

**Indiana**

One Indiana Square  
211 North Pennsylvania St.  
Suite 2375  
Indianapolis, IN 46204  
317 860 6900

**Michigan**

3011 West Grand Blvd.  
Suite 1715  
Detroit, MI 48202  
313 309 7825

**Missouri**

911 Washington Ave.  
Suite 203  
St. Louis, MO 63101  
314 588 8840  
  
3105 Gillham Road  
Suite 200  
Kansas City, MO 64109  
816 335 4200

**Ohio**

500 South Front St.  
Suite 125  
Columbus, OH 43215  
614 484 1811

**Wisconsin**

215 North Water St.  
Suite 225  
Milwaukee, WI 53202  
414 563 1100

**IFF**

**Position Description**

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<b>Title:</b>	Accounts Payable and Payroll Coordinator
<b>Reports to:</b>	Controller
<b>Department:</b>	Accounting
<b>Department Function:</b>	The Accounting department is responsible for financial reporting and analyses to both internal and external clients.

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**The Organization**

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, affordable housing developers, and grocery stores. Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves.

IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Our staff of over 100 professionals works from our Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.



### **Basic Job Function**

The Accounts Payable and Payroll Coordinator assists the department with the organization's accounting and payroll functions. These functions include inputting and processing Accounts Payable, overseeing the corporate credit card process, and payroll related functions.

### **Job Duties and Responsibilities:**

1. The Accounts Payable and Payroll Coordinator is responsible for initiating the accounts payable process reviewing each invoice for accuracy, reasonableness and correctness, allocating invoices to the correct account and department, as well as acquiring appropriate approvals of invoices. This position is the liaison with vendors regards payment status and invoice questions. Responsibilities also include generates checks according to schedule, receiving appropriate signatures, and mailing out the payments. Acquires tax identification numbers from vendors and prepares 1099 year end reporting.
2. Responsible for processing employee payroll on scheduled dates. Resolves payroll related employee questions and concerns. Process monthly employee benefit invoices. Verifies the correct employee deductions are being made to each payroll. Prepares general journal entries related to payroll and employee benefits.
3. Working with external auditors and third-party 401k administrator on the annual 401k audit process
4. Monitors the usage of the corporate credit card process and works with line of businesses to complete the monthly reconciliation to ensure detailed line items are correctly entered into the credit card system.
5. Responsible for entering daily banking transactions into the accounting software program.
6. Directly assists the Controller in support of the month-end financial statement reporting.



7. Cross trains on all accounting functions to provide back up support and coverage, concentrating particularly on accounts payable and daily deposits.
8. Maintains required job knowledge, skills, and core professional competencies. Attends and participates in required educational programs and staff meetings.
9. Performs other duties as required.

**Performance Measures:**

1. Lists, spreadsheets, data, information, and records are accurate, complete and entered on a timely basis. Back up materials/schedules balance to the general ledger and accounts payable subsidiary ledger. Information is clearly labeled and organized for easy access by supervisor and other pertinent staff.
2. Variances and entries are properly identified, explained, and reported to supervisor and/or management.
3. Payroll is processed every two weeks with no errors.
4. 401k audit is completed by federal deadline in a complete manner.
5. Deadlines for month end close and other projects are met.
6. Employee's/customers questions and inquiries are answered timely and accurately.
7. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
8. Models personal accountability that promotes ownership and engagement.
9. Builds and maintains effective working relationship with colleagues, peers, and team members.



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10. Values and supports difference in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.

**Position Qualifications:**

Education: Bachelor's degree in accounting or related field preferred but direct relevant experience would be considered.

Certifications: Prefer someone who is Certified Payroll Professional (CPP) and Certified Employee Benefit Specialist (CEBS)

Previous Experience: Two years of related accounts payable, payroll and 401k audit experience, preferably in the nonprofit sector.

Special Knowledge & Skills:

1. Strong knowledge of general ledger and if possible, Sage Intacct.
2. Thorough understanding of the accounts payable and payroll processes
3. High level of organizational and detail skills with the ability to balance multitask and adapt as challenges are presented. Ability to think creatively about problems.
4. General Accounting and Finance knowledge.
5. High level of experience with Microsoft Excel and Word.

Unusual Requirements: Minimal regional travel may be required. Occasional evening and weekend work may be required. The person in this position needs to occasionally move about inside the office to assess cabinets, file documents and lift archive boxes.



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**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “AP and Payroll Coordinator” in the subject line.

*IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.*