

# THE FREIGHT

## JOB DESCRIPTION

TITLE:	Accounts Payable Specialist
REPORTS TO:	Director of Finance & Administration
SUPERVISES:	None
EMPLOYMENT TYPE:	Non-Exempt
SCHEDULE:	Part-Time 29 Hours Per Week
LOCATION:	Remote Hybrid TBD, On-Site Mondays and Thursdays
SALARY RANGE:	\$26 - \$30 per hour DOE

## POSITION OVERVIEW

The Accounts Payable Specialist plays an integral role in the success of the Freight by providing financial and administrative support to key organizational functions. The Accounts Payable Specialist's primary duty is to manage the Freight's accounts payable and expenses, including vendor management, bill paying, and expense reporting. The position requires someone who has Intermediate-Advanced level Excel/Sheets skills, learns new software easily, and is excited about the opportunity to contribute to and grow within a dynamic mission-driven organization. Inclusivity and diversity are values we hold dear, and the best candidate for this role will be deeply committed to nurturing respect, hospitality, and fun for everyone at The Freight.

## KEY RESPONSIBILITIES & TASKS

- Keep vendor records updated and accurate.
- Review and enter vendor invoices in financial software, ensuring timely and accurate vendor payments by ACH or check.
- Make payment requests and document entries in the banking portal.
- Review artist contracts, identify payees and collect required documentation for performance settlements and tax reporting. Process performer advances and payouts for shows. Calculate and pay withholdings to state and federal agencies for our non-resident performers.
- Collect, code and record credit card receipts, reconcile all credit card accounts and follow-up with cardholders as necessary. Download and distribute monthly credit card statements.
- Monthly reconciliation of the prepaid expense account.
- Run and distribute monthly expense reports.
- Liaise with other departments and vendors to resolve any discrepancies or issues related to invoices and payments.
- Assist with month-end and year-end close
- Assist with annual audit
- Record Keeping: Maintain accurate paper & digital records of accounts payable activity, including invoices, payments, and vendor information according to company record retention policy.

- Record compliance forms related to non-resident performer tax withholdings.
- Attend and participate in all-staff and finance team meetings

*DISCLAIMER: Duties, responsibilities and activities may be assigned at any time with or without advance notice.*

## **SKILLS, KNOWLEDGE & ABILITIES**

### **Required**

- Must be eager to work towards our mission: *The Freight is a vital home for music with deep roots from around the world that celebrates cultures, connects communities, and inspires creativity.*
- Intermediate-Advanced Microsoft Excel
- 10-key touch typing
- Attention to detail and a high level of accuracy
- Must pass a background check
- Ability to work collaboratively and independently within the parameters of a traditional hierarchical organizational structure.
- Learn new software easily
- Ability to operate standard office equipment and keyboards
- Demonstrated commitment to valuing diversity and contributing to an inclusive and learning environment
- Ability to successfully pass a background investigation
- Ability to sit or stand and work at a computer for multiple hours at a time

### **Preferred/Desirable**

- Work experience or college level coursework in accounting or bookkeeping
- Understanding of basic GAAP principles
- Proficiency with Quickbooks Online
- Familiarity with non-profit accounting

To apply for this position, please email a cover letter and resume to [HR@thefreight.org](mailto:HR@thefreight.org).

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

The Freight is committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.