



Position Description

Job Title: Accounts Payable Specialist

Department: Finance

Reports to: Controller

Hours: 40 hrs per week / Full Time / Non-Exempt

Compensation: \$55,000–\$60,000. Depending on experience

Work Location: Hybrid remote and in our office location in Portland, OR.

Position Summary

The Accounts Payable Specialist supports Project Access NOW's financial operations by accurately processing invoices, vendor payments, expense reimbursements, credit card transactions, and related accounting records. This role helps ensure timely payments, organized documentation, strong internal controls, and clear communication with vendors and internal staff. Attention to detail, confidentiality, and a commitment to ethical financial practices are essential to supporting the organization's mission and stewardship of resources.

Principal Duties & Responsibilities

- **Accounts Payable Processing:** Review, code, enter, and process invoices accurately and in a timely manner. Ensure proper approvals, documentation, and compliance with internal policies before payment.
- **Vendor Management:** Maintain vendor records, respond to vendor inquiries, collect required documentation, and support accurate setup and updates in financial systems.
- **Payment Preparation:** Prepare check runs, ACH payments, and other payment batches for review and approval. Reconcile payment activity and help resolve discrepancies.
- **Expense and Credit Card Management:** Process staff reimbursements and maintain compliance with credit card transactions, ensuring appropriate coding, receipts, approvals, and supporting records.
- **Accounting Records and Reconciliations:** Maintain accurate accounts payable records, assist with account reconciliations, and support month-end and year-end close activities.
- **Grant and Program Coding Support:** Apply appropriate coding for expenses related to departments, grants, contracts, and programs. Assist with documentation needed for grant and contract reporting.
- **Financial Controls and Compliance:** Follow established controls, policies, and procedures related to purchasing, approvals, payments, record retention, and nonprofit financial reporting.
- **Communication and Collaboration:** Work closely with the Finance team and program teams to answer questions, gather information, and support accurate and timely financial processes.



- **Administrative Support:** Maintain organized electronic records, support audit preparation, and protect the confidentiality of sensitive financial information.
- Other duties as assigned

Qualifications and Skills

- Associate degree in accounting, business, finance, or related field, and a minimum of 2+ years equivalent accounts payable, bookkeeping, or accounting experience. Preferably in a nonprofit setting.
- Experience processing invoices, payments, expense reimbursements, and vendor records.
- Proficiency with spreadsheets and accounting software; experience with nonprofit accounting systems preferred.
- Strong attention to detail, accuracy, and follow-through.
- Organizational and time management skills to handle recurring deadlines and multiple priorities.
- Effective communication skills to collaborate with staff, vendors, and Finance team members.
- Ability to maintain confidentiality and exercise sound judgment with sensitive financial information.
- High level of personal integrity and ethics.
- Strong commitment to racial equity, DEI, and social justice, consistent with Project Access NOW's racial equity guiding document.
- Must be a resident of the Portland metro region.

Working Conditions

- Generally required to work from the office two days per week. In-person attendance is required for occasional staff meetings.
- Prolonged periods sitting or standing at a desk
- Frequent use of keyboard, 2 monitors, mouse, telephone and/or headset

About Us



Mission: Project Access NOW partners with community to create equitable access to whole person care and social services and to advocate for systemic change.

Vision: Healthy communities where everyone has the care and services they need to thrive.

Core Values: COLLABORATION with stakeholders, COMMUNITY-centered approach, CREATIVE solutions, INTEGRITY in leadership, and RACIAL EQUITY advancement.

Project Access NOW believes that the staff of an organization should reflect the communities it serves. We also believe our cultural, linguistic, and community identities make our organization stronger, smarter, and more effective. These identities, whether constructed by social, political, or other forces, unite us in working toward a healthy region for everyone. We want to hold ourselves accountable for attracting and retaining a diverse team.

Project Access NOW recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.

Project Access NOW offers a generous benefits package:

- 100% employer-paid health insurance plan including: medical, dental, vision, acupuncture, and massage.
- 401k Retirement Plan with immediate access to a 3% employer match.
- 10 paid holidays and 4 paid floating holidays.
- 17 days PTO for sick leave, personal business, vacation – your first year – begins to accrue immediately upon hire.
- 100% employer-paid Life and Disability Insurance and an Employee Assistance Program.
- Health Care and Dependent Care Flex Spending Account.
- Employment with PANOW qualifies under the Public Service Loan Forgiveness program.
- Infant at Work program for PANOW employees who are new parents or legal guardians to bring their infant, up to 6 months old.
- Jury Duty, Bereavement, OFLA and more paid leave programs.
- 2-week sabbatical after 6 years of employment.

How to Apply

Please complete the employment application and submit it, along with your resume and cover letter by email to jobs@projectaccessnow.org