



AP AR Specialist Job Description

Job Title: AP AR Specialist

Reports to: Director of Finance

FLSA Status: Non-Exempt, Part-Time (up to 20 hours/week)

Schedule: Flexible; some availability during standard business hours preferred

Location: Louisville, KY

Pay: \$22-\$25/hour

Position Summary

VIPS is seeking a stellar team member to join a growing organization that has been proven to change the lives of the youngest children with blindness and low vision across Kentucky and Indiana. This team member must be dependable and detail-oriented to support the day-to-day accounting operations of this mission-driven nonprofit organization. This role is primarily responsible for accounts payable, accounts receivable, and accurate bookkeeping using QuickBooks Online (QBO). The ideal candidate keeps records clean, organized, and audit-ready; works well within established processes; and communicates professionally with vendors and internal team members. Experience with nonprofit accounting practices is preferred, and the importance of strong documentation and internal controls.

This position is a great fit for someone who thrives on accuracy, consistency, and follow-through, and who can work independently while partnering closely with the Director of Finance for review, approvals, and month-end support. Other duties may be assigned.

Key Responsibilities

Accounts Payable (AP)

- Receive, review, and process vendor invoices; ensure appropriate backup documentation is included
- Enter bills in QBO with accurate coding to the correct expense accounts and programs/classes/projects (as applicable)
- Follow established approval workflows; track invoice status and resolve missing information or discrepancies
- Prepare payment runs (checks/ACH/online bill pay) as directed; maintain clear payment documentation
- Maintain vendor files including contact information, W-9s, and updated payment preferences

Accounts Receivable (AR) & Deposits

- Create and send invoices as needed; maintain accurate customer/payer records in QBO
- Record payments and apply them correctly to invoices; keep AR balances current
- Track outstanding receivables and send routine, professional follow-up on past-due balances
- Record deposits timely and accurately; coordinate with internal staff to confirm remittance details when needed
- Maintain organized documentation supporting revenue entries (remittance advices, deposit support, communications)

Bookkeeping & QBO Maintenance

- Enter and code transactions consistently in QBO, maintaining a clean general ledger and strong documentation standards
- Attach supporting files in QBO when appropriate (invoices, receipts, approvals, backup)
- Maintain a clear digital filing system so documents are easy to locate for internal review, auditors, and funders
- Run routine reports for Finance review (AP aging, AR aging, vendor/customer lists, transaction detail, coding summaries)

Month-End Support (Support Role Only)

- Provide transaction status updates, supporting schedules, and organized documentation needed for month-end close
- Respond to Finance questions promptly and assist with follow-up items
- Note: The Director of Finance conducts final review, reconciliations, journal entries, and financial statement close

Required Qualifications

- 2+ years of hands-on bookkeeping and/or AP/AR experience
- QuickBooks Online proficiency (required)
- Strong attention to detail, accuracy, and ability to meet deadlines
- Organized, dependable, and able to work independently with clear direction
- Professional communication skills and comfort interacting with vendors
- Basic Excel/Google Sheets skills (sorting, filters, simple formulas)
- Commitment to confidentiality and internal control practices
- High School Diploma

Preferred Qualifications

- Nonprofit accounting exposure (restricted vs. unrestricted familiarity)
- Experience maintaining documentation for audits, grants, or funder reporting
- Comfort working with multiple programs/classes/projects in accounting software

Benefits

- PTO (Paid Time Off)
- 403b election (optional)

How to Apply

Please submit your resume to the HR Manager – cdahmke@vips.org with a brief note describing your QBO experience and availability (days/times you can typically work). References are welcome but optional.

VIPS is committed to equal opportunity. We value and embrace diversity and inclusion of all Team Members.