



Administrative Accounts Payable Specialist

PRM Consulting Group

Email resume and inquiries
in confidence to: PRM Consulting Group

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ROLE: Specialist, Accounts Payable | Full-time | Washington D.C.

SUMMARY:

Administrative position designed to lead to analytical work. Work includes creating reports using Microsoft Excel and Quickbooks Software from client reports, presentations, letters, memos and other deliverables. Performs administrative duties, including managing calendars, answering phones, and maintaining confidential documents.

LATITUDE: Reports to the Managing Director. Senior leaders also assist in professional development. Position receives direct supervision daily; however, person must have the ability to be a self-starter. Position is given operational latitude to achieve established work goals and objectives.

RESPONSIBILITIES:

Assist with:

- Preparing monthly invoices (monthly)
- Preparing the Revenue Summary & Expense Reports (monthly)
- Tracking credit card transactions for all five accounts (monthly)
- Tracking Founder's OPE receipts (monthly)
- Insurance certificates, MBE certification, Federal and State license renewals, updates (due dates and cost)
- Processing employee benefit and insurance payments
- Organizing file system (admin. folder on shared drive and office filing/creating new folders)
- Managing, updating the Annual and Sick Leave schedule
- Updating contacts for mail listings (NFP Survey) and Founder's contacts
- Preparing commission monthly report (monthly)

Other Responsibilities:

- Verify vendor information in QuickBooks and keep current
- Manage office inventory (i.e., FEDEX, Staples—paper, supplies)
- Maintain office equipment, maintenance schedules and supplies (i.e., postage, computers, other office equipment)
- Track government contracts (i.e., renewal dates, documents for updating)

Position initially calls for assistance in administrative areas, leading to other work such as market research and assisting in consulting operations.

REQUIREMENTS:

- Manage vendor contracts, weekly check, ACH, and wire payment process.
- Produce timely and accurate monthly, quarterly, and annual reports.
- Manage expense-reporting tool and vendor portal invoicing systems.
- Bachelor's degree preferred or its equivalent plus at least 3 years of professional and office management experience. Must have advanced knowledge of the Microsoft Office Suite.



PRM Consulting Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law.