

The Nelda C. and H.J. Lutcher Stark Foundation is seeking an experienced and motivated Accounting Specialist – Accounts Payable. The Nelda C. and H.J. Lutcher Stark Foundation is a nonprofit corporation that operates exclusively for charitable and educational purposes. The Foundation carries on its legacy with the programs of Shangri La Botanical Gardens and Nature Center, The W.H. Stark House, the Stark Museum of Art, the Lutcher Theater, and the Miriam Lutcher Stark Contest in Reading and Declamation, as well as through support of charitable programs and organizations in and around Southeast Texas that focus on education, health care, social needs, community enhancement, and arts and culture.

**Job Summary:** Handles all aspects of accounts payable including, but not limited to, processing, review, and payment of invoices, managing all aspects of vendor relations and vendor files, and employee travel advances.

**Essential Duties and Responsibilities:**

- Receives all invoices for the Foundation and Theater, distributes applicable tax exempt forms, reviews invoices for accuracy, corrects as necessary, and processes payment of same.
- Ensures receipt of proper documentation and authorization for charges and monitors proper completion of paperwork for internal controls and accountability.
- Issues all Foundation and Theater checks.
- Initiates all Foundation and Theater vendor payments via ACH, when applicable.
- Manages and maintains all vendor records, including, but not limited to, ensuring up to date and complete Form W-9s are on file and completing required vendor paperwork including credit applications.
- Manages utility bills and ensures proper allocation and charges among properties/venues, including accuracy of charges and confirmation of tax exemption.
- Assists employees with account coding and vendor payments.
- Assists in the prompt processing of end of month accounting reports to facilitate the issuance of timely month-end financial reports.
- Issues Foundation and Theater Form 1099s, Miscellaneous Income, Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, and all related filings.
- Tracks and monitors all employee travel advances.
- Assists with and enforces all purchasing and travel related policies and best practices.
- Assists with flowcharting Foundation processes and internal controls.
- Assists with the automation of accounting work processes.
- Assists with all outside auditor requests for documentation, control narrative, etc.
- Assists the Senior Accountant in continually improving the work efficiencies of the position.
- Stays up to date on current and new federal and state regulations.
- Follows all Foundation policies and procedures.

**Work Schedule:** Monday – Friday, 8:00 am – 5:00 pm

**Education:** High school diploma or equivalent required; Associates Degree in Accounting or completion of college-level accounting coursework is preferred.

**Experience:** Two years general accounting experience, accounts payable experience preferred, Abila experience preferred

**Compensation:** Depending on experience. Full-time position with excellent benefit package which includes medical, dental, and life insurance; defined benefit pension and 403b retirement plans; paid sick leave, vacation and holidays.

**Application Process:** Submit cover letter with salary requirement, resume and contact information for three references to Sarah Wester, Office Administrator, Nelda C. and H.J. Lutcher Stark Foundation, [swester@starkfoundation.org](mailto:swester@starkfoundation.org). Please put “Accounting Specialist – Accounts Payable” on the subject line. The deadline for submission is October 26, 2018.