



**Title:** Accounts Payable Assistant

**Hours:** Part Time 15 hours per week on site (two days per week)

**Compensation:** Non-exempt position; competitive salary

**Reports to:** Controller

**Description:** Provides assistance to ISM finance office and museum staff with accounts payable and credit card expense management. Supports Finance team with various reporting, filing, and document management.

**Qualifications:**

- A minimum of two years of bookkeeping and office assistance experience needed
- High school diploma required
- Proficiency in Windows, Financial Edge (or similar software) and Excel is preferred.
- Must be fully vaccinated against COVID-19. Fully vaccinated is defined as at least two weeks after your final dose. Medical and religious exemptions will apply.

**Essential Duties:**

- Manages purchase orders, ensuring proper coding and approvals/cancellations. Files unpaid purchase orders by vendor. Generates outstanding purchase order report and reconciles with open purchase order file on a monthly basis. Receives incoming invoices and vendor statements. Secures proper approvals, matches invoices with purchase orders and enters invoices into the Accounts Payable system. Runs Invoice Aging report by invoice due date and submits to the Controller for review and payment selection. Performs weekly check runs and matches invoices to printed checks. Secures signatures and mails or distributes checks. Files paid invoices by vendor and determines the need for new vendor files.
- Sets up new vendor in Accounts Payable system, securing TIN or a W-9 for all non-corporate vendors. Generates 1099's at year-end, including the yearly reconciliation for the IRS, state and city of Philadelphia. Supplies credit references and tax-exemption letter to vendors.
- Manages credit card expense reporting.
- Maintains files and documents for Accounts Payable, Accounts Receivable and other files in accordance with the museum's record retention policy, including archiving files.
- Distributes budget statements to Department Managers, responds to inquiries and reclassifies entries.
- Additional office assistant responsibilities including ordering office supplies, mail distribution, clerical and data entry support and assisting with any other various office duties.
- Prepares miscellaneous reports and performs other bookkeeping duties as assigned.

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply:

Upload a brief cover letter and your resume to <https://phillyseaport.efficientapply.com/jobs/> . No phone calls.

Independence Seaport Museum allows visitors to discover Philadelphia's river of history and world of connections. For more information, please visit [www.phillyseaport.org](http://www.phillyseaport.org).

We are located on Penn's Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.