



Accounts Payable Assistant

Job Description

Department: Finance
Reports to: Accounting/HR Specialist
Hours: 21 Hours
Date: October 2025

Location: San Francisco
FLSA Code: Non-Exempt
Status: Part Time
Hourly Rate: \$25 - \$28 (DOE)

SUMMARY OF POSITION:

Under general supervision, the Accounts Payable Assistant is responsible for assisting with the daily accounting needs of the organization, including processing accounts payable. The Accounts Payable Assistant strives to provide exemplary customer service to internal and external customers while maintaining the highest standards of accuracy, timeliness, and compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the Walt Disney Family Museum's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Accounting/HR Specialist may assign or reassign duties and responsibilities to this position at any time.

Accounting and Clerical Support:

- Process vendor payments weekly, ensuring timely and accurate payment of vendor invoices.
- Handle vendor communications, resolve any billing disputes
- Audit incoming invoices and other payment requests for appropriate coding and authorizations.
- Assist Finance staff in educating employees and managers on policies and procedures relating to disbursements.
- Review credit card expense reports for accuracy and completeness; reconcile for AP entry.
- Maintain vendor files, including contracts for services and paid items.
- Assist with batch import initiation and review.
- Assist with processing of quarterly budget reports.
- Assist with inter-department transfer, cost of goods sold, and damaged merchandise journal entries.
- Additional duties as assigned.

QUALIFICATIONS:

- Basic understanding of GAAP and IRS regulations
- Experience with Blackbaud's Financial Edge and Galaxy, a plus.
- Detail oriented, organized and able to work independently and accurately under general supervision.
- Analytic, organizational, and problem solving skills, which allow for strategic data interpretation.
- Verbal and written communication skills that are tactful and diplomatic.
- Able to respond effectively to telephone and in-person inquiries.
- Knowledge of basic Microsoft Office programs required.
- Able to work at computer up to 90% of time; ability to utilize general office equipment.

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted:

- BA in finance, accounting, or related field or an equivalent combination of training and experience.
- One to Three years of experience in accounting, including accounts payable and receivable

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders), reaching above the shoulders, lifting of up to 50 lbs., lifting and transporting moderately heavy objects such as furniture, file cabinets, equipment, boxes, etc. Work may require occasional weekend and/or evening work.