

Project Veritas

Accounts Payable/Office Support

The Project Veritas mission is to investigate and expose fraud, corruption, dishonesty, self-dealing, waste, fraud, and other misconduct in both public and private institutions such that it creates a wave of critical mass to compel total reform. In short, we are a catalyst for a more just, ethical and transparent society. If you think you might be a good fit for our mission and culture, we would love to hear from you. The Veritas movement is the answer to the question, "What can I do?" Our mantra is **Be Brave. Do Something**. Our expectation is that this describes you.

We are looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. This position is based at PV HQ in Westchester County, NY – just outside New York City.

Main Job Tasks and Responsibilities

- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions
- Prepare analysis of all Balance Sheet accounts on a monthly basis
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Produce monthly reports
- Assist with month end closing

- Provide supporting documentation for audits
- Maintain accurate historical records
- Maintain confidentiality of organizational information

Education and Experience

- Four-year Bachelors' degree in accounting from an accredited college
- Knowledge of accounts payable
- Knowledge of general accounting procedures
- Knowledge of relevant accounting software (QuickBooks) and Microsoft Office products
- Proficient in data entry and management
- 1-3 years accounts payable or general accounting experience

Key Accounts Payable Skills and Competencies

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Vendor relationship skills
- Information management skills
- Problem analysis and problem-solving skills
- Team work
- Professional integrity
- Ability to meet deadlines

>>Expected Salary Range \$45,000 - \$50,000 per year<<