

ACCOUNTS PAYABLE SPECIALIST (PT Year-round)

About Hildene:

Located in southwestern Vermont, Hildene was the seasonal residence of Robert Lincoln and his wife Mary. Mr. Lincoln was the only child of President Abraham Lincoln and Mary Todd Lincoln to survive to adulthood. Between 1905 and the death of their granddaughter Mary Lincoln Beckwith in 1975, more Lincolns (three successive generations) lived at Hildene than at any other place in the world. In 1978, the non-profit Friends of Hildene purchased and preserved the estate which is open to the public year-round.

Hildene is among Vermont's top cultural heritage sites and tourist destinations. Our nonprofit attraction is comprised of a 1905 Georgian Revival home, formal and working gardens, restored Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, twelve miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. Abraham Lincoln's values, shared through the estate his son Robert and subsequent generations maintained and cherished, are at the heart of our mission.

Learn more at: hildene.org.

Position Overview:

Reporting to the Finance Director, this full-time year-round position supports the activities of the Fiscal Office and the Finance Director. This role provides support in optimizing Hildene's financial transactions and systems and in maintaining a professional relationship with employees, vendors, and the community at large. The position will also provide general assistance as needed to the Finance Director. The daily schedule has some flexibility in terms of start and end.

The successful candidate will possess excellent communication skills, both written and verbal, and a solid understanding of accounts payable principles and practices. Daily responsibilities include processing invoices, expense reports and reimbursement requests in a timely manner and verifying the accuracy of invoices, ensuring proper coding, approval, and documentation.

(Yearround position. PT, hourly, 20 - 25 hours per week with benefits)

Responsibilities:

- Accounts Payable
- Process invoices, expense reports and reimbursement requests in a timely manner.
- Verify the accuracy of invoices, ensuring proper coding, approval, and documentation.
- Process outgoing payments in compliance with financial policies and procedures.
- Updates transactions on a timely basis to assist in monthly bank reconciliations.
- Monthly credit card reconciliations.
- Maintain organized and up-to-date accounts payable records, including filing invoices and payment documentation.



- Assist with audits by providing supporting documentation and explanations of cash disbursement transactions.
- Demonstrate strong, professional communication and interpersonal skills with clients, the public, managers, and co-workers.
- Attends required staff meetings and training.
- Performs other duties as assigned.
- Maintains W-9 documentation on all vendors.

Requirements:

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Excellent communication skills, both written and verbal
- Solid understanding of accounts payable principles and practices
- Excellent attention to detail and accuracy in data entry
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficiency in accounting software (e.g., QuickBooks Desktop) as well as Microsoft Office

Physical Requirements

- Sitting for prolonged periods of time.
- Constantly positions self to maintain files in file cabinets.
- Move objects weighing up to 20 lbs.

Qualifications:

Education: High school diploma or equivalent required; associate or bachelor's degree in accounting preferred.

Experience: At least two years of related experience required.

Schedule: Monday – Friday (the daily schedule has some flexibility in terms of start and end.)

Compensation: \$22/hr.

Benefits include dental and vision; life and AD&D insurance; paid time off; sick days, holidays; Simple IRA (Individual Retirement Account) account with employer 2% contribution.

Additional Information:

Background check required of applicants 18 years of age or older.

TO APPLY:

Please email a letter of interest and resume to Ted Rappahahn, Finance Director, ted@hildene.org.

Hildene, The Lincoln Family Home is an Equal Opportunity Employer and welcomes candidates for employment who will contribute to our diversity.

