Career Opportunity  
This is not a Federal Position  

We are currently accepting applications to fill the following vacancy:  

Accounts Payable Team Lead  
Announcement Number: SE-24-0118  
Number of Vacancies: One  

OPEN DATE: January 22, 2024  
CLOSING DATE: February 5, 2024  
PAY BAND: G  
SALARY RANGE: $70,000 – $75,000 (Commensurate with Experience)  
POSITION TYPE: Trust Fund  
APPOINTMENT TYPE: Indefinite  
SCHEDULE: Full time  
DUTY LOCATION: Washington, DC  

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk  

Open to all qualified applicants  

What are Trust Fund Positions?  
Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).  

CONDITIONS OF EMPLOYMENT  
- Pass Pre-employment Background Check and Subsequent Background Investigation  
- Complete a Probationary Period  
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.  
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.  

OVERVIEW  
This position is a part of the Accounting Department within Smithsonian Enterprises, reporting to the Assistant Controller. This is a role that implies not only a deep understanding of the technical side of Accounts Payable, but also team leadership. The incumbent is responsible for preparing and reconciling vendor accounts for prompt payment. Position provides support necessary to pay the obligations of SE, working primarily with other A/P staff, the E-Commerce merchandising system, Retail Stores merchandising system, and Lawson Accounting Systems.
**DUTIES AND RESPONSIBILITIES**

- Responsible for leading daily activities within Accounts Payable.
- Responsible for processing the month-end close of the Lawson and Island Pacific Accounts Payable sub-ledgers, including journal entries, and reporting in accordance with established deadlines.
- Serves at the point of contact for Accounts Payable issues.
- Responsible for deciding how to approach issues and develop a plan to resolve them.
- Responsible for distributing information to team members and stakeholders.
- Ensures significant issues are raised to Management for resolution.
- Using the automated invoice and scanning system, clears invoices for payment. Reviews batch activity for accuracy of invoices and vendor payments.
- Responsible for planning and executing vendor payments according to the monthly calendar. Reviews reports to ensure payments are processed timely and accurately. Communicates to SI on disbursement activity. Reviews aged activity.
- Processes banking transactions including Wire/EFT payments.
- Responsible for vendor maintenance, including review and documentation maintenance.
- Responsible for annual 1099 review including the editing, updating, and submitting file.
- Responsible for maintaining updated and accurate procedures for assigned areas.
- Assists in the preparation of monthly reports and special projects assigned by manager, including quarterly Supplier Diversity reporting.
- Responsible for processing the quarterly Unmatched Receipts deletions and analysis.
- Prepares E-Commerce stock transfer transactions.
- Acts as a backup for all A/P related activities.
- Prepares audit requirements for Accounts Payable activity.
- Participates in Stores Annual Physical Inventory, as requested.

**QUALIFICATION REQUIREMENTS**

**Education and Experience:** To qualify for this position, applicants must possess a High School Diploma or General Education Diploma (GED) and at least 5 years of related experience (described below); or an equivalent combination of education and experience.

**Experience required for this position is as follows:**

- Knowledge of accounts payable practices, generally accepted accounting policies (GAAP) and procedures, and good internal control practices necessary to prepare and process vendor payments.
- Ability to independently perform assignments using conventional methods and techniques.
- Experience in developing sound processes and procedures.
- Proficiency with Microsoft Office applications and accounts payable computerized accounting systems.
- Strong communication, customer service, and organizational skills.
- Analytical skills and ability to manage multiple priorities.
- Strong computer proficiency in Microsoft programs including Word and Excel.
- Excellent customer service skills.
- Meticulous attention to detail required, as well as reliability, accuracy, and timeliness in performance of responsibilities.
- Ability to establish and maintain effective relationships with and gain the cooperation of all levels of staff to resolve problems and provide advice and assistance.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.
The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

### How To Apply:

<table>
<thead>
<tr>
<th>Please forward a resume, and cover letter to:</th>
<th><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></th>
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<tbody>
<tr>
<td>Please include the position title in the subject line.</td>
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Applications received on or before **February 5, 2024, at 5:00pm (EST)** will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year).

### What To Expect Next:

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. After a review of applicant resume is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: [www.si.edu/oeeam](http://www.si.edu/oeeam).

### YOUR PRIVACY IS PROTECTED

**Trust Applicants Demographic Form**

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: [https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0118](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0118)