AGB ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES AND COLLEGES

JOB DESCRIPTION

Job Title: Accounting Assistant	**Department:** Finance and Administration
Reports to: Gerard Bayani, Senior Director of Accounting	**Effective Date:** September 2026

Job Summary:
AGB is a non profit higher education association. The accounting assistant is part of our finance team and will focus on reconciliations, record keeping, processing invoices and compiling data for senior accountants to prepare budgets, audits, and financial statements, with the goal of insuring accurate and timely financial operations.

Duties/Responsibilities:

Bill Platform Administration

- Serve as subject matter expert for both the Bill Accounts Payable and Spend & Expense (Divvy) platforms.
- Implement and manage direct invoice receipt from vendors through the Bill accounts payable email address.
- Optimize Bill utilization by incorporating and maintaining staff approval workflows.
- Manage vendor records in Bill and Business Central.

Invoice Processing & Vendor Payments

- Process invoice payment batches accurately and on time.
- Schedule automatic and recurring payments in accordance with contract terms.
- Conduct quarterly reviews of recurring payments to ensure completeness and accuracy. This includes proactive communication with staff and vendors.
- Research and respond to inquiries related to invoices, payments, and reimbursements.

Vendor & Contract Administration

- Maintain vendor records and process annual Form 1099-NEC reconciliations and filings.
- Organize vendor contracts through document uploads in Bill, and in SharePoint.
- Maintain a contract log for all new contracts valued at $10,000 or more using the payment processing checklist.

- Monitor vendor and consultant contract terms and advise departments regarding expiration and renewal dates.

Employee Expenses & Credit Card Administration

- Maintain records and process employee expense reimbursements and advances.
- Review Divvy transactions regularly and follow up with cardholders to ensure supporting documentation is uploaded and transactions are properly coded.
- Review monthly American Express statements for expense coding and supporting documentation.
- Prepare monthly journal entries for credit card transactions.

Financial Monitoring & Record Maintenance

- Review departmental expense budgets and become familiar with the chart of accounts.
- Review and monitor the amortization of prepaid expenses.
- Maintain records related to hotel deposits and other prepaid expenditures.
- Learn and develop proficiency in Nimble AMS as it applies to cash receipts processing. Provide relevant feedback and any recommendations for process improvement.
- Follow established SOPs to research and resolve unidentified cash receipts.

Required Skills/Abilities:

- An associate or bachelor's degree in accounting or finance is preferred.
- Proficiency in Microsoft Excel, AP through Bill.com, Business Central and Nimble AMS.
- Strong attention to detail, data entry accuracy, and good communication.
- A proactive approach to work and problem solving.
- Contribute positively to a working environment marked by collegiality, open and candid discussion, and active collaboration with AGB colleagues.

AGB is a hybrid workplace. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

This position pays between $46,000-$68,000 with a starting point of $57,000 or below.

To apply, please send CV and cover letter to bbarcheski@agb.org