



# Accounts Payable and Payroll Associate Job Posting

Roger Williams Park Zoo of Providence, Rhode Island, is one of the nation's oldest zoos and home to over 100 animal species. Our culture is built on our core values: community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting for a part-time, year-round Accounts Payable & Payroll Associate. Under the supervision of the Controller, the Accounts Payable & Payroll Associate is responsible for supporting the Finance department through accurate and timely payroll processing, accounts payable administration, vendor record maintenance, expense coding, invoice processing, credit card reconciliation, monthly reporting, and year-end audit support. This role ensures payroll and vendor payments are completed according to established schedules, maintains organized financial documentation, responds to payroll and vendor-related inquiries, and helps support accurate month-end and year-end financial processes. This position will work Monday through Thursday, from 9:00 am-3:00 pm, and on weekly holidays, flexing their time to work four days a week.

## **RESPONSIBILITIES**

### **Weekly Payroll:**

*(Payroll is processed on Mondays; for Monday holidays, payroll is processed on Tuesday.)*

- Verify employee timecards to ensure all department supervisors have approved employee hours in the Time and Attendance Enterprise Resource Planning (ERP) system.
- Import approved timecard data into the payroll system.
- Verify imported payroll data for accuracy, including total weekly hours, deductions, and other payroll-related information.
- Process payroll adjustments and modifications requested by the HR department.

- Review, print, and verify pre-processing payroll journals for accuracy before final submission and archive payroll reports.
- Process and finalize weekly payroll, ensuring employees are paid accurately and on schedule.

#### **Accounts Payable (AP) Responsibilities:**

- Maintain accurate digital and physical financial records, vendor files, and tax documentation, including Form W-9s.
- Set up new vendors, establish payment terms, and ensure all required documentation is received and maintained.
- Code expenses to the appropriate GL accounts, match invoices to purchase orders (POs), and enter daily invoices and employee expense reimbursements from multiple departments.
- Process weekly Thursday AP check runs, ensuring vendors are paid accurately and according to established payment terms and available discounts.
- Ensure recurring and monthly vendors/credit cards are paid accurately and on time.
- Reconcile corporate credit card receipts to monthly statements and record transactions for month-end closing.
- Respond to vendor inquiries, research payment issues, and reconcile monthly vendor statement discrepancies.
- Run and reconcile month-end AP reports, including invoice aging, outstanding checks, and other AP-related reports according to the monthly closing calendar.

#### **Year-End Duties:**

- Process the final payroll of the year, including year-end adjustments and corrections for W-2s.
- Coordinate year-end 1099 processing with a third-party vendor, ensuring accurate vendor information and timely filing.
- Support year-end financial audits by providing auditors with requested AP & Payroll documentation, reports, and any supporting information.

#### **Other functions and responsibilities (Non-Essential/Marginal Functions)**

Be a liaison with vendors and employee-related payments and fees.

#### **Required Experience, Training and/or Education:**

##### *Required Experience and Education:*

- High school diploma or equivalent required.
- Three years of Accounts Payable & Payroll processing experience including the use of ERPS, databases, Microsoft Office, Excel, Financial Edge NXT software, and knowledge of payroll software Paycor.

##### *Preferred Experience and Education:*

- Associate degree in business-related studies.
- Recent experience working with diverse populations and fluency in speaking additional languages

#### **Competencies:**

- Proficiency in Microsoft Office.
- Excellent verbal and written communication skills.
- Thorough knowledge of applicable accounts payable procedures, payroll processing, financial chart of accounts, and corporate procedures.

- Ability to:
  - use automated data processing systems.
  - operate office machines.
  - understand and incorporate information in a manner consistent with the essential job functions.
  - compare, transcribe and perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division continuously, quickly, and accurately.
- Cooperative attitude.
- Highly organized and able to work and multitask with minimum supervision.

**Additional Requirements:**

- Successful completion of a background check.
- Valid driver's license.

**Supervisory Responsibilities:**

Not applicable.

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If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below

Roger Williams Park Zoo  
**ATTN: Accounts Payable  
and Payroll Associate**  
1000 Elmwood Ave  
Providence, RI 02907

-or-

[employment@rwpzoo.org](mailto:employment@rwpzoo.org)



ACCREDITED BY THE  
**ASSOCIATION  
OF ZOOS &  
AQUARIUMS**



[rwpzoo.org](http://rwpzoo.org)

