

**Job Announcement: Accounts Payable Specialist**

**Location:** Washington, D.C. (Remote)

**Position Type:** Full-Time, Exempt

**Reports to:** Director of Finance and Administration

The [National Disability Rights Network \(NDRN\)](#) is seeking an experienced **Accounts Payable Specialist** to support the organization's accounting operations, internal controls, and compliance requirements. This position is well suited for an accounting professional with a strong understanding of payable processes and audit support in a nonprofit or government-funded environment.

The Accounts Payable Specialist plays a critical role in maintaining accurate financial records, ensuring timely vendor payments, and supporting compliance with GAAP, internal control frameworks, and 2 CFR Part 200 (Uniform Guidance). This position directly contributes to the organization's ability to responsibly manage federal funds and successfully complete internal and external audits.

**Who We Are**

The National Disability Rights Network (NDRN) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) serving people with disabilities nationwide. Collectively, the P&A System is the nation's largest provider of legal advocacy for people with disabilities, advancing civil and human rights through systemic advocacy, litigation, and policy reform.

At NDRN, your work supports a nationwide movement for disability rights. You will be part of a dedicated team ensuring that people with disabilities have access to the legal advocacy and protections they need to live integrated, self-directed lives, and that financial systems behind that work operate with integrity and excellence.

**What You Will Do:**

- Review, code, and process invoices in accordance with accounts, cost centers, and grant requirements.

- Verify proper authorization and supporting documentation, including purchase orders and contracts.
- Ensure timely and accurate entry of invoices into the accounting system.
- Monitor payment cycles and manage vendor payment schedules.
- Research and resolve discrepancies and respond to vendor inquiries regarding payments.
- Ensure compliance with organizational policies, GAAP, and applicable federal regulations, including Uniform Guidance (2 CFR Part 200).
- Prepare documentation and schedules in support of internal reviews and external audits.
- Support segregation of duties and internal control procedures.
- Reconcile accounts payable activity and vendor statements.
- Assist with month-end closing processes, including accruals and reporting.
- Analyze A/P trends and activity, as requested.

*Experience working with federally funded grants is highly desirable.*

## **What We Are Looking For**

### **Required Qualifications**

- Associate's degree in accounting, finance, or a related field required.
- Two or more years of accounts payable or general accounting experience preferred.
- Prior experience in a nonprofit, government, or federally funded environment strongly preferred.
- Strong attention to detail and accuracy in transaction processing.
- Strong aptitude with accounting systems (JAMIS is a plus) and an enthusiasm for technology.
- Demonstrated ability to meet deadlines in a controlled accounting environment.
- Knowledge of internal controls and audit support processes.
- Proficiency in Excel and Microsoft Office applications.
- Effective communicate skills with vendors and internal staff.

### **Compensation and Benefits**

- Salary Range: \$50,000 - \$60,000

- Benefits: competitive salary commensurate with experience and a comprehensive benefits package including health, dental, and vision insurance, paid time off and holidays, retirement plan options, and a flexible work environment.

## How to Apply

Interested candidates should submit a cover letter and resume via email to:

[APJobOpening@ndrn.org](mailto:APJobOpening@ndrn.org) and include “**A/P Position**” in the subject line.

Applications will be reviewed on a rolling basis and **will be accepted until Wednesday, January 14, 2026. No application will be considered after January 14, 2026.**

## Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at [hr@ndrn.org](mailto:hr@ndrn.org).

**NDRN is an equal opportunity/affirmative action employer**, and we prohibit discrimination and harassment of any kind and fully complies with all federal, District of Columbia, and applicable state employment laws, including Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as amended. Individuals with Disabilities are encouraged to apply.