Request for Qualifications

Accounts Payable Specialist (Contract)

Request for Qualifications: Provide timely and accurate accounts payable support for a small nonprofit organization with a medium to high volume of payments,

Responses will be reviewed starting August 1, 2026.

About Catalyst

Catalyst of San Diego & Imperial Counties connects and activates funders to learn, lead, and invest in our region. With 50 years of history, Catalyst strengthens an equitable and collaborative social change ecosystem across California's Southern Border region. Our diverse membership of foundations, corporate philanthropy programs, giving circles, donor-advised funds, public charities, government funders, advisors, impact investors, and individual philanthropists come together to address the region's most pressing issues. Through learning, collaboration, and advocacy, we amplify the impact of charitable giving. Our mission is to connect and activate funders to learn, lead, and invest in our community.

About the Need

Catalyst of San Diego & Imperial Counties seeks an experienced consultant to provide services for timely, accurate processing of all accounts payable functions, including but not limited to entering invoices into payment processing system (Ramp.com), reconciling vendor statements, and managing accurate payment documentation and coding for a complex multi-project organization. This contract role is essential in maintaining accurate financial records, optimizing cash flow, and building strong relationships with vendors and will work in tandem with Weber CPA Consulting, which provides overall consultant accounting support to the organization.

Deliverables

Payments should be processed at least once per week, set up for timely payment within one week of submission, documentation allowing.

Invoice Processing

- Review and verify the accuracy and completeness of vendor invoices and supporting documentation, credit card transactions, and expense reimbursement requests.

- Communicate with person who submitted the payment request (staff member or vendor) to resolve any missing or incorrect documentation.
- Verify appropriate authorization and coding for all invoices and credit card charges.
- Match invoices with contracts, purchase orders, and other documents.
- Enter invoices into the accounting system for payment processing including appropriate accounting date, GL coding, etc.

Payment Management

- Schedule and process payments in Ramp.com payment system, including checks, electronic transfers, and ACH.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address and resolve payment discrepancies and issues with vendors.
- Respond to staff and vendor inquiries about payment status and resolve questions or discrepancies.

Account Reconciliation

- Reconcile vendor statements to ensure accounts are accurate and up to date.
- Investigate and resolve outstanding balances or discrepancies.
- Assist with month-end closing activities, including reconciliations and accruals.
- Maintain detailed records of transactions and reconciliations in Box.com file storage system and Ramp.com payment processing system.

Compliance and Documentation

- Ensure compliance with company policies, internal controls and regulatory requirements.
- Maintain organized records of invoices, payments and other accounts payable documentation.

Process Improvement

- Identify and recommend improvements to accounts payable processes.
- Collaborate with the finance team to streamline workflows and enhance efficiency.

This scope of work is expected to generate 5-10 hours per week of work for the Consultant.

Qualifications

- Full accounts payable processes for nonprofit organization of $1 million or greater annual expense budget
- Cloud-based accounts payable systems equivalent to Ramp.com

- Cloud-based document storage systems equivalent to Box.com
- Strong preference for San Diego County or Imperial Valley based entities

Professional Fees

The Consultant will be compensated at a professional service rate, with a project-based cap not to exceed 10 hours per week. Respondents should submit their proposed rate in their response. The rate shall be inclusive of all business overhead, equipment, and administrative costs. As an independent professional entity, the Consultant shall submit monthly itemized invoices for services rendered and deliverables achieved.

Contract Timeframe

Expected start: August 31, 2026 (or as soon as possible)
The contract duration will be one year with an opportunity for renewal.

RFQ Response and Review Process

Candidates should submit a response that clearly outlines how their qualifications and experience align with the expected outcomes and required competencies, as well as their proposed hourly or project-based rate. Respondents should also disclose any actual or potential conflicts of interest involving Catalyst, its members, or vendors. Submissions will be evaluated based on demonstrated experience and past success related to each listed qualification. Responses will be reviewed starting August 1 with a goal to begin the project on August 31. Interviews may be scheduled for August 1-20.

Questions to clarify the scope of work or selection process may be directed to Ashley Miller at ashley@catalystsd.org. Application materials should also be submitted to this email address.

Catalyst will not discriminate in the selection or engagement of contractors on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability, or any other protected characteristic.