

ACCOUNTING SPECIALIST

St. Vincent DePaul is looking for ambitious and hardworking individuals to add to our team. We have full-time work available as an Accounting Specialist for our general accounting department supporting Accounts Receivable (A/R) and Accounts Payable (A/P) activities. Candidates must have great attention to detail, computer knowledge, and be self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enter and balance daily stores sales and deposits
- Reconcile daily stores activity to appropriate bank account and communicate with the stores team as needed
- Create A/R billings on behalf of manufacturing and recycling processes and activities
- Assist with posting deposits to appropriate bank accounts
- Assist with A/P processes as needed
- Reconcile company accounts as needed
- Assist with month end closing
- Provide supporting documentation as needed for audits
- Ability to keep confidential information in regards to record keeping

KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, organized and ability to work as part of a team
- One year general accounting work experience desired
- Working knowledge of accounts receivable, account payable and account reconciliations desired
- Experience using MS Office products (Excel, Word, and Outlook)
- Experience using an accounting software system
- Ability to work independently, as well as part of a team
- Strong verbal communication skills
- Ability to communicate effectively and tactfully
- Must be dependable, able to prioritize tasks and be flexible with changes in job duties

HOW TO APPLY

If you feel you are qualified and want to apply for this position please submit application and resume at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.