

ACCOUNTS PAYABLE SPECIALIST

St. Vincent DePaul is looking for two ambitious and hardworking individuals to add to our team. We have full-time work available as an Accounts Payable Specialist for our general accounts payable department. Candidates must have great attention to detail, computer knowledge, and be self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that invoices are processed timely and accurately each month with the proper account coding and approvals
- Monitor accounts to ensure payments are current
- Research and resolve invoice discrepancies and issues
- Coordinates with Property Management & Maintenance managers regarding housing invoicing
- Maintain vendor files and monthly statements
- Correspond with vendors and respond to inquiries as required
- Ability to keep confidential information in regards to record keeping
- Assist with month end closing
- Provide supporting documentation as needed for audits
- Reconcile month end bank statements
- Enter W9's and assists in 1099's
- Journal entries
- Assist in updates for financial tracking spreadsheets and sends grant balance to department managers at their request
- Generates monthly reporting
- Reconciles AP general ledger account
- Tracks monthly mileage for reimbursements
- Adds and removes employee purchasers for specific vendors

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 payable and an accounts payable computer system
- 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.