



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402

www.svdp.us and on Facebook

Phone: 541-687-5820

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Accounts Payable Specialist

St. Vincent DePaul is looking for 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
- Maintain vendor files
- 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

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

Signature: _____

Date: _____