

Accounts Payable/General Ledger Specialist

We are a busy non-profit office looking for a responsible accounting professional to perform accounts payable and general ledger tasks. A willingness to cross-train and pitch in wherever needed is key.

Responsibilities

- Process accounts payable
- Process online and ACH payments
- Perform monthly reconciliation of general ledger accounts
- Provide back-up to Finance Manager & CFO in reviewing reports and transactions for accuracy
- Provide other administrative support as needed, including occasional phones and mail processing

Requirements

- Experience processing accounts payable
- Experience with fund accounting software, Abila MIP preferred
- Understanding of general ledger accounts and transactions
- Understanding of non-profit fund accounting and federal grant reporting requirements
- Proficient in MS Excel and Word
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Degree in Accounting or equivalent combination of experience and training