

## Accounts Payable/Receivable Specialist

### **GENERAL STATEMENT OF DUTIES**

Our client is a non-profit organization is seeking an Accounts Payable/Receivable Specialist to carry out the day-to-day financial activities for the organization's multi-faceted programs, including government and locally funded programs, housing and rental programs, and housing development. This position requires a high level of detail and expertise with an ability to work both independently and as part of a team to ensure the organization's finances are recorded, reported and processed accurately and timely. The AP/AR Specialist will review invoices, expense charges, and process payments owed by the organization to a variety of vendors, suppliers, organizations, or individuals. This is a full cycle Accounts Payable/ Receivable position including collections, billing, and journal entries.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and process the full cycle accounts payable and accounts receivable as dictated by the needs of the Department.
- Administration and management of invoices, which includes processing invoices into the financial database.
- Prepares monthly grant invoices, coordinates with funders as necessary.
- Monitoring and updating as the needs of the department dictate, of relevant financial information essential for operations of organization's asset management, including reconciliation of tenant rent roll and security deposits with property manager.
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared
- Research and resolve any invoice discrepancies, interact with vendors to promote resolution regarding invoice and/or payment issues.
- Receive and record all cash, checks, credit card and ACH payments daily; prepare bank deposit as necessary.
- Prepare vendor files and ensure accuracy with filing.
- Assist with administrative duties as assigned by Accountant and dictated by the needs of the department.

### **DESIRED QUALIFICATIONS:**

- 2+ years of relevant experience in accounting, finance, or related field preferred
- Expertise using platforms such as QuickBooks and Excel; familiarity with Medicaid billing and HUD documentation and reporting requirements a plus.
- Working knowledge of GAAP policies and procedures preferred
- Demonstrated ability to work independently and with a team and to communicate effectively both verbally and in writing.
- An ability to organize, prioritize and perform tasks in an accurate manner with specific attention to detail and to multi-task.

- Dependable with excellent organization, interpersonal communication, and time-management skills.
- Commitment to continuous creative improvement and innovation in all facets of the job.
- Passionate about the House of Hope CDC mission; understanding and appreciation of those experiencing homelessness.
- Ability to maintain a reasonably high degree of confidentiality and ability to establish and maintain effective working relationships with constituents, co-workers, and external stakeholders.
- Applicants with lived experience are strongly encouraged to apply.

Understand that the above is intended to describe the general content and requirements of the job for, the client company and may vary at times according to department objectives and needs for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.