

Job Title:	Accounts Payable/Receivable Specialist	Reports To:	Controller
Department/Group:	Finance	Job Code/Req#:	70120
Location:	MI- Kalamazoo	Travel Required:	Yes, up to 10%
Level/Salary Range:	To be determined	Position Type:	Part-Time, Non-exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	August 11, 2015
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
To apply please include a cover letter, resume, and employment application. Applications accepted by:			
Fax: (269)492-1439 Email: hr@gshom.org Subject Line: Accounts Payable/Receivable Specialist Attention: HR Department Website: http://www.gshom.org/about/whoweare/employment.html		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
POSITION OVERVIEW			
<p>The Accounts Payable/Receivable Specialist is responsible for performing activities related to the accurate processing of authorized invoices; recording, updating and reconciling related financial information; and providing instructions and/or accounting support to other personnel in accordance with established practices.</p>			
ROLES AND RESPONSIBILITIES			
<i>Accounts Receivable</i>			
<ol style="list-style-type: none"> 1. Entering daily store reports 2. Verifying with bank deposits at the end of the month 3. Assist with collections process 			
<i>Accounts Payable</i>			
<ol style="list-style-type: none"> 1. Managing Retail Invoices <ul style="list-style-type: none"> • Entering packing slips into accounting system • Matching invoices and packing slips for payment • Entering retail invoices into accounting program 2. Managing Employee Credit Cards <ul style="list-style-type: none"> • Notifying employees • Organizing monthly receipts for payment 3. Assist with managing monthly invoices/bills/reimbursements <ul style="list-style-type: none"> • Applying correct accounting codes and approvals • Entering payments into accounting program • Processing/mailling checks • Handling payment issues/late fees • Working with employees to obtain proper documentation 4. Provide reports to management and staff 			

5. Basic Filing
6. Managing email & incoming postal mail

Other duties as assigned

EDUCATION AND EXPERIENCE

- Associate's degree in accounting or related field preferred or experience commensurate with degree
- Minimum of one year of experience in accounts payable and cash receipt processing

KNOWLEDGE/SKILLS/ABILITIES

- Proficient in Excel and Outlook
- Software used: Abila MIP (formerly Sage 100 Fund Accounting)
- Proven high-level data entry skills are a must
- Able to multi-task and be flexible
- Must be able to sit and work at a computer for long periods of time
- Able to lift and/or manipulate up to 25 pounds
- Willing to become a member of Girl Scouts of the USA
- Ability to meet deadlines while assessing, prioritizing and managing workflow
- Ability to analyze, plan and evaluate
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community
- Possess excellent oral and written communication skills and work in a team environment
- Have the ability and initiative to work independently, multi-task, and work well with all levels of volunteers/staff on an as-needed basis
- Candidate must have the ability to provide spreadsheets with necessary data for management review
- Prior non-profit experience preferred
- Strong contributor in team environments

WORK SCHEDULE

- Position requires flexibility with a schedule that could change weekly based on need
- Will work up to 26 hours per week
- Most work hours will be Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work some evenings and weekends on an as-needed basis

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.