

**JOB TITLE:** Accounts Payable Coordinator

**DEPARTMENT:** Finance

**FLSA STATUS:** Non-exempt

**PT/FT:** Part-time (20-25 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a full-time or part-time Accounts Payable Coordinator to join our team. We are looking for someone who will bring their experience and passion to support our staff in carrying out our mission of fostering the well-being and independence of older adults.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We work hard to foster a very supportive work environment that promotes a healthy work-life balance.

**SUMMARY:**

The Accounts Payable Coordinator will be primarily responsible for performing a range of accounting and clerical tasks related to the accounts payable function.

**DUTIES AND RESPONSIBILITIES:**

- Process check requests and expense reports on a regular basis.
- Accurately review, code and process vendor invoices.
- Perform monthly reconciliations.
- Maintain many vendor accounts while staying in compliance with company policies and procedures.
- Perform data entry associated with accounts payable.
- Review and reconcile invoice discrepancies.
- Audit and process credit card bills.
- Address and respond to vendor inquiries.
- Support the year-end audit process by preparing supporting documentation and schedules as requested.
- Perform additional accounting, financial and other duties as assigned.

**QUALIFICATIONS:**

- Associate's degree in accounting or equivalent experience
- Minimum of two to three years of progressive experience in accounts payable or general accounting
- Knowledge of basic accounting principles
- Strong time management and organizational skills
- High degree of attention to detail and accuracy
- Ability to work independently and prioritize tasks
- Solid experience with Excel, general ledger and financial software

To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*