

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Accounts Payable Accountant

Department: Finance

Reports to: Controller

Hours: Full-time

Responsibilities:

- Management the accounts payable process under the direction of the Controller.
- Coordinate with Senior Accountant to review and code all agency invoices.
- Accounts payable data entry and maintenance of A/P files.
- Communicate with vendors and liaison with program accountants.
- Work with Senior Accountant to reconcile vendor accounts on a monthly basis.
- Interface with program staff to get invoices and ensure correct evidence of goods or services.
- Maintain credit cards transaction files.
- Prepare vendor checks.
- Maintain vendor files.
- Prepare monthly AP aging report.
- Perform analysis of vendors as requested by the Controller and/or CFO.

Qualifications:

- At minimum an Associate's Degree in Accounting and 3 years demonstrated experience working in a fast paced fiscal environment.
- Strong computer skills essential, especially in Microsoft Excel and Word, as well as accounting software.
- Excellent written and verbal communication skills and organizational skills essential.
- Demonstrated administrative skills preferred.
- Ability to work independently and meet deadlines while coordinating with finance team.
- Ability to work beyond regular hours to meet deadlines.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate AP Accountant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER