

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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 Coordinator
Department: Finance
Reports to: Director of Finance
Hours: Full-time
FLSA: Non-Exempt

Position Summary:

The Accounts Payable Coordinator will be responsible for ensuring that timely and accurate payments are made to vendors as instructed.

Responsibilities:

- 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 received.
- Maintain credit cards transaction files.
- Coordinate with finance staff 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.
- Data entry of receipts and bank deposits.
- Coordinate purchase orders with program and finance staff.
- Interface with managers and directors agency wide.
- Additional duties as assigned.

Qualifications:

- Bachelor's Degree in Business Administration, or one year of demonstrated experience.
- 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.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and 3 References to:
financecareers@unionsettlement.org.

Please indicate Accounts Payable Coordinator in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER