



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### **ACCOUNTS PAYABLE CLERK**

FLSA Status: Exempt

**Summary of Position:** The Accounts Payable Clerk is responsible for payment of both vendor invoices and Eviction Prevention payments. The primary function is to accurately record agency expenses and ensure timely payments to vendors.

#### **Specific Duties:**

##### **Accounts Payable**

- Receives and enters internal and external invoices, vouchers, check requests, statements etc. into the accounts payable system. Enters appropriate grant codes into accounts payable system for Eviction Prevention requests, including utility payments initiated by the Homeless Prevention staff.
- Ensures proper authorizations are present for all payment requests.
- Verifies appropriate coding by check requestors to ensure proper recording of expenses.
- Ensures charges and payment requests are appropriate. As needed, reviews agreements to ensure payments do not exceed agreed-to amounts.
- Schedules payments to internal and external payees and presents to Controller for payment approval.
- Produces checks and/or ACH payments as approved by Controller. Distributes checks to check signers. Bursts, sorts and mails checks.
- Reconciles vendors statements as appropriate.
- Maintains electronic and/or paper permanent and periodic vendor files. Archives files and oversees file destruction in accordance with the Agency's file retention and destruction policies.
- Responds to vendor inquiries.

**Other**

- Produces and distributes annual 1099s.
- Enters utility bills into accounts payable system.
- Provides documentary support to Senior Grants Accountant and Finance Coordinator as necessary to produce funder vouchers.
- Recommends process improvements to the Controller with a particular focus on reducing reliance on paper.
- Reconciles company credit cards.
- Serves as petty cashier.
- Adheres to the Code of Conduct and Core Values of Connections for the Homeless
- Performs other duties as assigned.

**The following qualifications are requirements for the position:**

- Degree from an accredited college or university in Accounting, Finance, Business or a related field, and/or any combination of education, training, and experience
- Ability to compile and analyze data and prepare summary status reports.
- Strong analytical and problem-solving skills.
- Excellent communications skills (active listening, written & verbal).
- Strong financial management skills.
- Ability to multi-task, prioritize appropriately.
- Ability to work collaboratively with a wide variety of people, providers, and agencies
- Proficiency in Microsoft Office, particularly Excel, Word, PowerPoint, and Teams
- Familiarity with fund accounting software, preferably Blackbaud Financial Edge

**The following qualifications are highly desirable:**

- Three or more years of grant/fund accounting as well as general accounting, compliance experience
- Familiarity with using ACH for AP payments
- Bilingual English/Spanish

**Other requirements:**

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

**Reports to:** Controller  
February, 2021