



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### ACCOUNTS PAYABLE SPECIALIST

FLSA Status: Exempt

**Summary of Position:** The Accounts Payable Specialist is responsible for day-to-day financial transactions including accounts payable, corporate credit card reconciliations and various other transactional issues. The Accounts Payable Specialist must exercise discretion in executing essential functions and be able to work independently, following through on assignments with minimal direction.

#### Specific Duties:

##### Accounts Payable

- Reviews invoices for appropriate documentation and authorization approvals.
- Enters invoices into our accounting system, Financial Edge.
- Schedules payments and presents to Accounting Manager for approval.
- Processes checks and ACH payments as approved by Accounting Manager.
- 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.
- Monitors accounts to ensure all payments are processed.
- Researches and resolves invoice discrepancies and vendor issues.
- Prepares yearly 1099s.
- Provides documentary support to Senior Grants Accountant and Finance Coordinator as necessary to produce funder vouchers.
- Recommends process improvements to the Accounting Manager with a particular focus on reducing reliance on paper.
- Reconciles company credit cards.
- 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, or any combination of education, training, and experience
- Minimum of 2 years of Accounts Payable 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 365 with strong Excel skills
- Familiarity with fund accounting software, preferably Blackbaud Financial Edge

**The following qualifications are highly desirable:**

- Experience in grant/fund accounting
- 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:** Accounting Manager  
November 2022