

Position Description

Job Title: Accounts Payable Analyst
Department: Finance
Reports To: Controller
FLSA Status: Full-time / Non-exempt

Summary:

The Accounts Payable Analyst will be responsible for managing all aspects of the accounts payable process for various entities of ICCF. Candidate will review invoices, review of credits, monthly vendor statements and check requests to ensure that they conform to relevant guidelines.

Essential Duties and Responsibilities:

- Retrieve, date stamp and distribute daily accounts payable mail
- Request appropriate departmental invoice approval
- Review and code accurate account numbers on invoice
- Record purchases in Peachtree/Sage accounting system
- Analyze invoice for sum and description accuracy
- Apply all applicable discounts to invoice total
- Prepare check requests for departmental specialty programs as necessary
- Respond to merchant and contractor inquiries and requests via telephone and email
- Prepare checks for weekly check preparation
- Assist with monthly financial close process
- Perform account research and resolution
- Participate in annual financial statement audit, worker's compensation audit, insurance audits, etc.
- Assist Accountant and Controller with applicable work overflow and specialty projects.
- Perform any other duties that may be assigned to this position

Education:

Associates Degree in Accounting or related field required.

Experience:

2+ years of experience in accounting: Accounts payable and general ledger, 1099/1096 annual tax statement preparation, basic understanding and use of GAAP. Prefer previous work experience in a finance, auditing or accounting department. Previous experience in a non-profit environment working with multiple entities a plus. Experience using Peachtree/Sage Accounting Software a plus.

Competencies:

- Outstanding organization skills
- Excellent detail orientation
- Strong oral and written communication skills

- Proficient in Microsoft Word and Excel
- Team player, works well in a group setting
- Adaptable
- Capable of routinely performing repetitive tasks with a high degree of accuracy
- Basic understanding of bookkeeping principles
- General awareness of relevant federal and state policies, procedures and regulations
- Previous experience/understanding of work in multiple affiliate/company environment
- Strong mathematical accuracy

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Certificates, License, Registrations

Valid Michigan Driver’s License or reliable transportation

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

COMPENSATION

Salary commensurate with experience.

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Please submit your resume with a cover letter to hr@iccf.org. ICCF is an EEO employer.