

Position Opening Notice

Position: Accounts Payable Specialist (Part-Time)

Department: Financial Accounting

Location: eHQ

Reports To: VP Controller

Duties: Provide exceptional member service to all internal, external, and potential credit union members that meet the Service Promises and standard of the credit union. Provides financial and administrative support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices to established policies and procedures in an efficient, timely and accurate manner. Performs accounts payable duties, accounts receivable duties, maintain W-9 forms on vendors and prepares 1099-Misc and 1096-Misc filings. Performs other related accounting duties, as necessary.

Qualifications: Strong organizational skills and aptitude to maintain a high level of efficiency; exceptionally detail oriented; ability to work without close supervisor and take initiative to meet goals and deadlines; effective communication skills, both written and oral. Must have a high school diploma or general education degree (GED). Three (3) years of related experience and/or training; one (1) formal accounting course preferred.