



Part-time Accounts Payable Specialist

House of Mercy is seeking a part-time Accounts Payable Specialist to work approximately 20–24 hours per week, with flexible scheduling available.

Founded in 1985, House of Mercy is a nonprofit emergency homeless shelter for adults, open 24/7, 365 days a year. In addition to overnight shelter, services include meals, laundry, transportation, social work, crisis intervention, information and referral, and basic needs.

Position Summary

Under the supervision of the Director of Finance and Administration, the Accounts Payable (AP) Specialist is responsible for processing invoices and expense reports, resolving AP issues, and providing administrative support to the Finance department.

Essential Duties and Responsibilities

Accounts Payable Responsibilities

- Process agency purchase requisitions including obtaining required approvals.
- Process all agency credit card purchases.
- Code and enter all AP transactions to proper accounts, departments and grants in the accounting system.
- Process payments to vendors including checks and ACH payments.
- Maintain relationships with vendors; verify, investigate and resolve any payment discrepancies or issues, if any, by reconciling vendor accounts and monthly vendor statements.
- Reconcile AP detail with general ledger.
- Year-end 1099 reporting.
- Maintain vendor files and records including W-9s.
- Generate AP Aging, Transaction and other reports.
- Assist with internal and external audits as required.

Other Accounting Support

- Enter agency receipts including donations and grant receivables and post to revenue and AR.
- Assist with cash flow schedules.
- Maintain and reconcile petty cash funds.
- Special projects as assigned.

Qualifications (Knowledge, Skills and Experience)

- Associates or Bachelor's degree in accounting, finance or related experience.
- 2-3 years' experience working with accounts payable required.
- Previous experience working in a nonprofit environment, including multiple program allocations and funding.
- Experience with AP accounting system software required, QuickBooks Online a plus.
- Proficiency in MS Office, Excel.
- Demonstrated ability to communicate effectively and work cooperatively with managers and staff, vendors and multiple service provider agencies.
- High degree of accuracy and attention to detail.
- Excellent organizational, time management and problem solving skills.
- Flexibility and willingness to learn and assist with other accounting tasks as needed.

Compensation for this position ranges from \$25.00 to \$30.00 per hour, depending on experience.

Benefits:

- Flexible schedule
- Paid time off

To apply, please submit resume, cover letter to: houseofmercy@hrworks-inc.com

House of Mercy encourages diversity in the workplace. House of Mercy is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.