

Part-time Accounting Specialist (Accounts Payable)

Are you enthusiastic about numbers and looking for an intellectually stimulating job opportunity? Join our team at The Hub on Smith and help celebrate, embrace, and serve older adults for the betterment of our community.

**About Us:**

The Hub on Smith provides comprehensive services that promote independence, quality of life, and dignity. We collaborate closely with our community to ensure that those we serve receive the best possible care, support, and resources.

**What We Offer:**

* A mission-driven, flexible, and collaborative work environment.
* The chance to make a meaningful impact in your community while gaining valuable exposure to grants and program support.
* Flexible work schedule
* Starting wag of $18.00 per hour

**About the Position**

As an Administrative Accounts Coordinator, you can expect a diverse and rewarding role that combines accounts payable with administrative support in a non-profit setting. You will manage day-to-day financial transactions such as processing invoices, managing vendor payments, and ensuring accurate payroll. In addition to supporting HR and Finance teams through clerical duties, benefit enrollment, and payroll assistance, you will collaborate with various departments, ensuring financial processes align with organizational goals and grant requirements.

Apply today to become part of The Hub on Smith team and help make a difference!

For more information and to apply please visit our website at [www.thehubsheridan.org](http://www.thehubsheridan.org) or you can submit your cover letter, resume and application to tburt@thehubsheridan.org.

Warm Regards,

Taisshia Burt

Director of Human Resources

**JOB DESCRIPTION**

**Title:** Administrative Accounts Coordinator

**Location:** 211 Smith Street, Sheridan, WY 82801

**Reports to:** Director of Finance

**ESSENTIAL JOB FUNCTIONS**

**Accounts Payable**

* Organizes, enters, and pays purchase orders/invoices on time.
* Ensures internal controls are applied.
* Maintains vendor files and performs 1099 filing at end of year.
* Works closely with Program Directors to resolve issues related to accounts payable.
* Works closely with vendors

**Clerical Support & Document**

* Maintains an organized accounts payable filing system.
* Responsible for maintaining archive documents per retention policy for Finance department.
* Works with Director of Finance to gather information to prepare reports.

**Policy Implementation**

* Ensures that vendor payments and checks are sent out on time.
* Recommends changes if a policy does not function well in practice.

**Documentation**

* Maintains written job function procedures related to position.
* Other duties as assigned

**Knowledge, Skills, and Abilities**

* Accounting/bookkeeping experience required.
* Coachable with a willingness to learn and adapt to a changing workflow.
* Experience with accounting software.
* Exceptional computer skills, including Excel and Microsoft Office.
* Ability to manage and prioritize multiple tasks, work independently, meet deadlines, and produce accurate work.
* High attention to detail and excellent organizational skills.
* Ability to analyze, evaluate, and use good judgment in resolving job function issues.
* Effective communication, both orally and in writing.
* Ability to work cooperatively with a wide variety of people.

**Physical Demands**

* Must be able to remain in a stationary position at least 50% of the time.
* Must be able to move about inside and outside of the office to access filing cabinets, personnel, and visit organizational sites.
* Must be able to communicate and exchange accurate information and ideas in a way others can understand in all situations.
* Must be able to observe detailed information at close range.
* Primarily operates computer and other office machinery such as calculators, copy machines, and printers.
* Must be able to transport items weighing up to 30lbs between organizational sites for various needs.
* Constantly positions self to maintain files in filing cabinets.
* Occasionally works in various outdoor weather conditions to visit organizational sites.
* Occasionally ascends/descends flights of stairs to service filing system.

**Minimum Qualifications**

* Experience with Payroll and Accounts Payable.
* The ability to regularly lift 30lbs.

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Senior Citizens Council is an equal opportunity provider and equal employment opportunity and at-will employer.*