

HDSW Job Posting – Accounts Payable Clerk

Human Development Services of Westchester (HDSW) is proud to have been involved in the evolution of community-based direct-care services for vulnerable populations in New York State since 1968. HDSW celebrates 50 years of service as a community-based not-for-profit this year, providing vital services to people throughout every corner of Westchester County. In today's ever-changing health care marketplace, HDSW offers person-centered services to over 3000 people each year. We are dedicated to Creating Community and to have opportunities each day for people to realize their dreams through our unique blend of inter-related programs. At HDSW **What Matters To You, Matters To Us!** We are looking for qualified individuals to join our team.

Position: Accounts Payable Clerk - Part Time

ROLE:

The Part Time Accounts Payable Clerk works with the Chief Financial Officer to accurately record and process invoices for payment.

RESPONSIBILITIES:

- **Reconciles processed work by verifying entries and comparing system reports to balances.**
- **Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.**
- **Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving invoice or payment discrepancies; insuring credit is received for outstanding memos; issuing stop payments.**
- **Pays employees by receiving and verifying expense reports; preparing checks.**
- **Maintains accounting ledgers by verifying and posting accounts transactions.**
- **Verifies vendor accounts by reconciling monthly statements and related transactions.**
- **Protects agency's value by keeping information confidential.**
- **Accomplishes accounting and agency mission by completing related results as needed.**
- **And other responsibilities as assigned.**

SKILLS/QUALIFICATIONS:

Experience processing high volume invoices, with a high degree of accuracy.

Able to Multi-task

Excellent inter-personal skills.

Proficiency with Fund EZ, Excel and Microsoft Word, Outlook.

Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, Data Entry Skills, General Math Skills.

ALL POSITIONS ARE SUBJECT TO A CRIMINAL BACKGROUND, FINGERPRINTING AND MOTOR VEHICLE REPORT CHECK. **Salary commensurate with experience.**

Equal Opportunity Employer

Please send resume to: jobs@hds.org