



LOCAL INITIATIVES SUPPORT CORPORATION

Accounts Payable Specialist

LISC is seeking a qualified Accounts Payable Specialist in its New York City Headquarters office. LISC is a national non-profit organization which provides financial and technical assistance to community development corporations (CDCs) engaged in neighborhood revitalization activities.

Responsibilities

- Heavy invoice data entry
- Reconciliation of vendor statement balances
- Verify proper invoice approvals, supporting documentation and enforce company's Accounts Payable policies.
- Respond to payment issues and inquiries from vendors in a timely manner
- Match checks to invoices
- Mail checks to vendors
- Filing
- Heavy phone interaction with customers and company staff

Qualifications

- Minimum 3 years in an automated Accounts Payable environment
- Fundware experience preferred
- Extensive customer service experience
- Excellent analytical and communication skills
- Capable of performing clerical tasks and special projects
- Knowledge of Microsoft windows operated applications, Excel and MS Word
- Knowledge of 1099 filing and mailing
- Familiarity with W-9s
- Minimum 2 years of college

Compensation

LISC offers a competitive salary and excellent benefits.

Process

To apply, please send a cover letter and resume to:

Owen Sergeant, Accounts Payable Manager
Local Initiatives Support Corporation
501 Seventh Avenue, 7th Floor
New York, NY 10018
E-mail: osergeant@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER