

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization, is currently seeking applicants for the following position

AP Finance Specialist

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

This position will provide support to the Finance department in the following functional areas: accounts payable, fixed assets and all cash disbursements. The range of duties will include full cycle accounts payable and disbursements, administrative functions in order to ensure efficient and accurate financial operations, processing financial transactions and special finance related projects and tasks as assigned..

EDUCATION

High School diploma and at least 2 years of practical accounting experience or any combination of higher education at the associate level (or above) in the Accounting, Finance, or Business related field.

QUALIFICATIONS

- Thorough accounting knowledge and skills related to processing accounts payable and disbursement cycle.
- Experience processing invoices, account reconciliations and vendor inquiries.
- Financial Edge software experience preferred or demonstrated general ledger system knowledge.
- Intermediate skill level in Excel, Word and Outlook.
- Ability to communicate effectively, both orally and in writing with internal staff and external vendors.
- Working knowledge of accounting software and general ledger report writer; ability to trouble shoots system.
- Dependable and completes tasks on time. Consistently reports to work.
- Professional approach in treating others in a tactful manner, reacts well under pressure, accepts responsibility for own actions and follows through on commitments.
- Prioritizes and plans work activities and uses time effectively.

PRIMARY DUTIES AND RESPONSIBILITIES

- Enter transactions in the Accounts Payable, Financial Edge system and prepare weekly batches for check runs and EFT payments.
- Communicate with vendors regarding payments and status of invoices.
- Review and file 1099's for all vendors.
- Process and disburse weekly recreational funds and allowances to direct care staff.
- Assist with documentation required to post fixed assets.
- Process Capital Campaign Reports and reconcile with the Development department.
- Process and distribute standard reports to management.
- Support coding and documentation required to enter and process credit card transactions and provide back-up for managing the use of company credit cards.
- Assist with documentation and posting of Resident's Savings accounts

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- Assist staff with web invoicing and purchasing request function. Perform training for all staff in the web portal invoicing system.
- Prepare Gift Card inventory reconciliation and disburse cards to direct care staff as requested.
- Provide support and back-up for purchasing specialist and accounts receivable.
- Review and reconcile vendor statements.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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