



Part-Time Accounts Receivable/Accounts Payable Specialist

Reports to: Director of Finance

Duties and Responsibilities: The AR/AP Specialist is responsible for entering all transactional activity into the accounting system on a daily basis. Ensures: revenue is recorded and all related transactions are processed; purchases are matched and reviewed against purchase orders and expensed to the appropriate cost center; payments are processed; accounts and ledgers are reconciled monthly; digital and paper files are maintained. This role directly impacts the organization's cash management activities and supports positive relationships with funders, donors, vendors and partners. This individual will work closely with team members in finance as well as development and program to ensure all revenue and expense generating activities are accounted for, various systems reconcile, and discrepancies are resolved.

Skills and experience relevant to this position:

- Experience with accounts receivable, accounts payable and accounting software
- Proficient computer skills along with ability to learn and utilize multiple software platforms
- Attention to detail, willing to learn and have strong organizational skills
- Interest in working with multicultural teams with diverse constituencies
- Ability to manage multiple tasks and deadlines with limited supervision
- Education required: Associates degree in accounting or related field, or equivalent experience

Benefits:

- **Salary Range:** \$20-\$22 an hour based on experience
- **Job Type:** Part-Time 28 hours per week
- Paid sick time, paid family and medical leave, 401K retirement plan
- Hybrid in-office and remote work-from-home schedule
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community minded team, along with amazing young people.

How to respond: Please submit a resume to Jessica Sutherland-Ryan, Payroll and HR Specialist, at jsutherland-ryan@lbgc.org.

Our Hiring Process and Timeline:

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin video interviews immediately.
- We would like to have selected the candidate by March 1, 2021.

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

DISCLAIMER: All offers of employment are contingent on results of a comprehensive reference and background check. The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.