

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Accounts Payable Specialist
<b>Supervisory Relationship</b>	Comptroller
<b>Work Location</b>	1805 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.</p>
<b>Department Purpose</b>	<p>The Finance and Accounting department oversees TRP's operating, investment and building funds, develops cash management strategies, and provides accurate and timely financial reporting to all departments within the organization so that each may effectively manage their respective programs. This department also prepares all financial reports needed for Vice Presidents, CFO, COO, CEO, and Board of Directors' review.</p>
<b>General Job Description</b>	<p>The Accounts Payable Specialist is primarily responsible for organizing efficient functions affiliated with procurement records. The Accounts Payable Specialist is responsible to ensure that the bills of the company are certified and paid promptly. The Accounts Payable Specialist is also responsible for working with other departments, staff, and leadership to further the overall mission of the organization.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Manages accounting functions, including maintenance of general ledger and accounts payable, and ensures accuracy and timeliness.</li><li>• Develops, implements, and maintains systems, procedures, policies, and accounts payable functions to ensure adherence to the organization's guidelines and Fiscal Policy Manual.</li><li>• Analyzes, resolves, and generates reports for departments and Pillar Heads.</li><li>• Enters status change information into accounting software to ensure employee distribution information is accurate and up to date.</li><li>• Prepares and educates personnel to improve their capacity and work performance as it relates to accounting functions.</li><li>• Codes all invoices for Operations and Property Management.</li><li>• Prepares, maintains, and reconciles accrual schedules for all accounts.</li><li>• Manages and reconciles petty cash and reports for the Senior Staff Accountant on a monthly basis for reconciliation to the general ledger.</li><li>• Prepares the information requested for the Limited Liability Partnerships' auditors for their fieldwork.</li><li>• Assists with the preparation of TRP's monthly financial statements.</li><li>• Assists with the preparation of the annual audits.</li><li>• Maintains required job skills and core professional competencies.</li><li>• Attends and participates in required organizational programs and staff meetings.</li><li>• Other duties as assigned by the Comptroller, CFO, COO, and CEO.</li></ul>

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### Performance Measures

- Review expenditure reports for proper authorization and precision.
- Ensure accuracy in daily invoices and timely processing.
- Serve as the contact for training, processing, and reconciliation of billing systems.
- Produce and present error-free accounting reports.
- Build solid relationships across all units at various accounting levels
- Ascertain the accuracy of accounts payable standard files and the accounts payables integrations to the general ledger.
- Participate in creation and interpretation of finance-related methods to ensure consistency with accounts payable prerequisites.
- Oversee expenditure for compliance with budgets, and identify and resolve any inconsistencies.
- Create an efficient network for distributing payments promptly.
- Organize accounts payments with other units, considering all transactions within the company.
- Active participation in required staff meetings and events.

### Essential Knowledge and Skills

- First degree from an authorized institution in finance, business administration, accounting, economics or closely related courses.
- Minimum three years' general ledger accounting-related work experience preferred.
- Property management accounting, real estate and/or lending experience preferred. Experience within a nonprofit organization a plus.
- Strong analytical skills required. Well organized and detail oriented.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Excellent written and oral communication skills.
- Knowledge of Concur, Workflow Module, Word, Excel, and MIP accounting programs preferred. Boston Post and Salesforce/CRM a plus.

### Special Working Conditions and Demands

1. Ability to meet a constant stream of deadlines.
2. Proven ability to work both independently and collaboratively
3. Must be able to work some evenings and weekends. Extended hours during audit time.

### Position Classification

Full-Time, Exempt

### Preparation Date

5/18/18

### Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

### Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

### Contact Information

Email: [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)

Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608