



EXTERNAL JOB POSTING

MISSION STATEMENT:

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

Essential Duties:

- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Process bi-weekly Kinship Grants and reports
- Prepare necessary accruals
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions

Qualifications and Experience:

- 2+ years of experience in accounts payable
- Ability to use Microsoft productivity software such as Excel and Word
- Excellent attention to detail
- Strong organizational ability
- Effective corporate communications skills
- Ability to consistently meet all deadlines
- Ability to perform all essential duties and responsibilities listed above.
- Functional knowledge of general ledger software applications.
- Proficient in the use of Microsoft Excel.
- Volunteer willingly for additional responsibilities
- Minimum 2 years of experience in accounting and particularly in accounts payable
- Associate degree required; Bachelor's degree desired.
- Excellent computer skills, particularly in navigating detailed system-generated source reports, downloading and manipulating data
- Experience working with multiple general ledger systems including QuickBooks
- Proficient knowledge of Microsoft Office with advanced skills in Excel

If interested, please send cover letter and resume to careers@homeboyindustries.org.