

We are currently seeking an accounting professional to serve as Isles' Accounts Payable & Payroll Specialist. This position will play a critical role in Isles' operations by insuring the accurate and timely payment of all invoices and processing of payroll. We seek a detail oriented professional with strong analytical, time management and communication skills who will be adaptable to change and who will thrive in a fast-paced environment. S/he must welcome the challenges associated with working in a multi-service organization supported by a large number and type of funding sources.

The Accounts Payable & Payroll Specialist reports to the Controller. S/he will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

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**Essential Functions of the Position:**

- Ensure that all vendor invoices are processed timely and accurately with appropriate documentation and approvals
- Ensure that invoices are appropriately coded for general ledger and grant reporting
- Communicate with vendors as needed and take initiative to obtain needed information
- Process complex vendor allocations by spreadsheet and ensure timely payments
- Research and resolve invoice discrepancies and payment issues
- Maintain and create accounts payable aging
- Process bi-monthly payroll
- Liaise with HR department to ensure accurate payroll processing
- Transmit related reports and documents as needed
- Verify employee allocations and consult with Managing Directors to update grant allocations

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**Base Qualifications for the Position:**

- Associates degree in accounting or higher preferred
- At least 3 years related work experience, preferably in the non-profit sector
- An understanding of GAAP
- Complete discretion with private, personal, and confidential information required
- Expertise in Microsoft Excel; proficiency in Outlook and Word required
- Knowledge of MIP accounting software preferred
- Experience with payroll processing preferred
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent analytical skills and attention to detail

**Applicants should email cover letter and resume to [hr@isles.org](mailto:hr@isles.org). Application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**