Isles, Inc. Job Posting  Accounts Payable & Payroll Specialist

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 non-profits in the region.

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

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. 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.