

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE SPECIALIST

Right to Life of Michigan (RLM) is looking for a prolife individual to manage accounts receivable and accounts payable responsibilities.

Responsibilities:

- Reconcile processed work by verifying entries and comparing system reports to balances for both accounts receivable and accounts payable
- Allocate both income and expenses into proper entity.
- Prepare employee payments for expenses.
- Assist with year-end accounts payable and accounts receivable reporting.
- Process check run weekly for all entities
- Maintain vendor and customer accounts keeping them updated
- Count income and track affiliate fund-raising dinners
- Post customer/affiliate payments by processing cash, check and credit card transactions
- Order supplies for Accounting Department, envelopes, checks, deposit tickets etc

Qualifications:

- Demonstrated knowledge of accounts payable and general accounting procedures
- High School diploma/GED required
- Associates/Bachelor's Degree in Accounting/Business preferred
- Proficiency in Microsoft Office Suite, especially EXCEL
- Experience in some type of accounting software preferred (ie Quickbooks, Microsoft Dynamics)
- Strong organizational and time management skills
- Good written and Verbal communication skills
- Ability to maintain confidentiality as required

PLEASE NOTE:

This is a full-time position with benefits package. Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please send to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519-0901.