



WESTCHESTER JEWISH COMMUNITY SERVICES, INC.

Accounts Payable Specialist

WJCS is currently searching for a full-time, 35 hours per week, Accounts Payable Specialist to work in our headquarters office in White Plains, NY. Under the general supervision of the Assistant Controller, the Accounts Payable Specialist performs tasks involving the recording of expenses and cash disbursements following prescribed practices and procedures. Other responsibilities include inputting and allocating invoices, purchase orders, expense reports and recurring expenditures to a computerized accounting system; obtaining proper approvals and backing up documentation; and performing administrative tasks related to financial record keeping.

The ideal candidate must have knowledge of A/P procedures and controls; must be able to use spreadsheet programs like Microsoft Excel and Word; and must be able to establish and maintain effective working relationships and to relate well with supervisors, program officials, employees and others. Associates degree in Accounting or Business Administration and three years of experience required. Must be able to communicate effectively in English, both orally and in writing.

At WJCS values our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the position please forward your resume to HR@wjcs.com by fax to 914-421-9066, by mail to Human Resources, WJCS, 845 N. Broadway, White Plains, NY 10603. Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.

If you would like to be considered for the position please send your resume with cover letter to Human Resources via email, ctorres@wjcs.com.

Our address is 845 N. Broadway, White Plains, NY 10603 and our fax number is 914-421-9066.

Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.