Accounts Payable Clerk

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking an Accounts Payable Clerk to build upon their 50+ year leadership in housing finance.

This position will interact with various departmental staff and possibly other levels of management to fulfill their day to day responsibilities, so it is important to possess excellent time management, solid communication, organizational and interpersonal skills.

Responsibilities:

Performs a variety of general accounting supporting tasks including: Matching invoices to purchase orders. Reviewing accounts payable requests for accuracy, supporting documentation and payment authorizations in order to process for payment. Supports the Shared Services Specialist on researching accounts payable issues with vendors. Match, batch, code and enter invoices into JD Edwards. Maintain and apply account credits by vendor. Responsible for the timely processing of invoices and disbursement requests. Provide backup support to the Shared Services Specialist and perform Accounts Receivable tasks as needed. Assist with account reconciliations and distribution of accounts payable checks. Perform other responsibilities as assigned.

Requirements:

An associate degree in accounting or business is valued. Candidates should have two or more years of work experience and proficiency with Microsoft Office applications is expected, particularly with Excel. Experience in use of accounts payable and general ledger software is expected. Requires solid communication, organizational and interpersonal skills. Ability to meet time-sensitive deadlines. Ability to multi-task and be a team player. Willingness to work outside of normal business hours during monthly, quarterly and annual close to meet deadlines.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=392470&source=CC2&lang=en_US

EOE