North Park University is currently searching for an Accounts Payable Specialist to process and analyze accounts payable for the University.

**Application Deadline: January 15, 2022**

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**The University**

Founded in 1891, North Park University is located on the north side of the city of Chicago. Established by the Evangelical Covenant Church, the University’s mission and identity is faith-affirming while welcoming students from all or no faith traditions, and brings faith, learning, and service to bear on its mission to “prepare students for lives of significance and service.”

Total student enrollment is approximately 3,000, with 1900 full-time undergraduates. The University draws students from a broad range of cultures and religious backgrounds. More than 30 percent of first year students are from states outside of Illinois, 3 percent from other countries; and the remaining first year students are from within 50 miles of the campus.

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**Job Description**

**Department:** Business Office

**Reports To:** Director of Finance/Comptroller

**Position Summary:** The Accounts Payable Specialist is responsible for day-to-day financial transactions including accounts payable, procurement card reconciliations, and various other transactional issues. The Accounts Payable Specialist must exercise
discretion in executing essential functions and be able to work independently, following through on assignments with minimal direction.

**Essential Responsibilities:**

The following specific tasks and responsibilities require prioritization and the development of action plans for implementation.

1. Analyzes and processes accounts payable in a timely manner.
2. Codes such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.
3. Handles all vendor correspondence via phone or email.
4. Investigates and resolves problems associated with processing of invoices.
5. Prepares check requests and ACH transactions.
6. Reconciles various accounts monthly, bringing any discrepancies to the attention of the Director of Finance.
7. Receives, researches, and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
8. Files, maintains, and distributes accounting documents, records, and reports.
9. Assist in compiling information and preparing responses to auditors during the annual external audit.
10. Assist with monitoring and reporting for the Procurement Card program.
11. Performs other duties as required to support Accounting Department.

**Essential Qualifications:**

1. Associate degree or higher in Business, Accounting, or Finance.
2. 2 years of experience in an accounts payable role.
3. 2 years of experience using financial/accounting software packages.
4. Exceptional written and verbal communication skills, including effective interpersonal and collaboration skills.
5. Attention to detail and accuracy.
6. Finance role in a higher education institution or other not-for-profit organization is helpful.
7. Proficient in MS Word, Outlook and Excel.
8. Ability to multi-task.
9. Open to change and willing to learn new skills.
10. Ability to follow up on pending issues.
11. Ability to meet deadlines.
12. Personal commitment to and ability to effectively support and articulate North Park’s mission and philosophy of Christian higher education.
NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.