
Accounts Payable Specialist

Job Description: The Jones Center at Ichauway invites applications for the Accounts Payable Specialist position. This position is responsible for processing all requisitions and preparing appropriate purchase orders for the various departments of the Center. The Accounts Payable Specialist also processes all invoices for approval, prepares payments for all approved invoices and assists in other account and human resource functions as directed.

Location: The Jones Center is located on Ichauway, a 30,000-acre property in southwestern Georgia between Albany and Bainbridge. The Center's research, education, and conservation programs focus on ecology and natural resource management. Ichauway contains 18,000 acres of longleaf pine woodlands, 1,000 acres of wetlands, and 25 miles of stream and river ecosystems. An 18,000 square foot research laboratory houses scientists' laboratories, a central analytical laboratory, and two field labs. Further information can be found on our website.

Qualifications: 5 years experience in accounts payable and/or procurement. Bachelor's degree preferred but experience may be substituted for educational degree. Experience with network computer systems and a working knowledge of word processing as well as spreadsheet functioning is required. Exceptional attention to detail is required. Must be able to multi-task and prioritize job duties.

Duties:

- Receives, examines and processes requisitions; prepares documents related to the purchase of supplies, materials and equipment; when needed, locates source of supply, and places orders with appropriate vendor(s).
- Processes approved invoices for payment. Ensures that all proper receiving evidence is attached to the invoice prior to payment.
- Assists in the daily maintenance of the Blackbaud accounting system and all related databases.
- Maintains the Centers Petty Cash Fund and reconciles when replenishment is necessary.
- Maintains accounting spreadsheets as directed. Serves as a backup for Payroll, grants management, asset management and other administrative office functions.
- Prepares 1099's in a timely manner as required by IRS regulations.
- Assists the business administrator and accountant in the preparation of worksheets and schedules for the annual external audit.
- Performs other related duties as required.

Compensation: Salary is commensurate with education and experience.

To Apply: A cover letter, resume, and three references should be emailed to jobs@jonesctr.org with Subject line: Accounts Payable Specialist. Specific questions regarding the position should be sent to MandyDukes@jonesctr.org. Review of applications will begin immediately and will continue until the position is filled.