Accounts Payable Clerk

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Overview

The Accounts Payable Clerk is a vital member in the Finance team keeping track of all business payments and expenditures as well as providing administrative support to the organization.

Essential Functions

- Performs data entry associated with accounts payable.
- Accurately codes and posts invoices, journals, ledgers, and other records.
- Matches check requests to invoices prior to processing.
- Distributes A/P checks to in-house personnel.
- Scans check requests and ensures that all transactions are properly stored on the server.
- Provides supporting documentation for audits.
- Assists Controller and other finance team members on special projects when needed.

Qualifications

- Bachelor’s degree in Business, Accounting or Finance preferred.
- Proficient in Microsoft Office Excel, Word, and Outlook.
- Experience in organizations with multiple and complex banking relationships.
- Extremely organized and detailed oriented.
- Ability to prioritize and meet specific deadlines.

Work Location

The position is located at 108 Church Street in New Brunswick, New Jersey 08901.
Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills ($45K-$47K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including 8 sick and 17 personal days plus 12 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include “Accounts Payable Clerk – Your Name” in the email subject line.

Check us out at www.newjerseycommunitycapital.org!