



Vacancy Announcement

Title: Accounts Payable Associate (Part-Time) 27-29 Hours/Week	
Department: Admin	Status: Non-Exempt
Responsible To: Chief Financial Officer	Hourly Rate: \$17.00/hour

Position Summary:

Family Service Society, Inc. is currently seeking an experienced Accounts Payable/HR Specialist (part-time 27-29 hours/week) to join our non-profit human service organization. The Accounts Payable Associate makes an important/vital contribution to Family Service Society and our community by helping to ensure the smooth routine running of the agency. This critical position enables our community and therapeutic staff to provide the highest quality services throughout Steuben and neighboring counties. The Accounts Payable Associate will be responsible for monitoring the outflow of capital for the agency. The Accounts Payable Associate receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records. The successful candidate must be able to facilitate timely payment of vendors, process check and purchase requests, reviews purchase orders for accuracy, ensures tax-exempt status on all purchases, and resolves discrepancies. The Accounts Payable Associate ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed. The successful candidate will be able to assist with accounting records and ledgers by reconciling monthly statements and transactions. This position records entry of, verifies documentation for, and distributes petty cash. The will provide reception/front desk coverage two days per week, (Tuesday 3pm – 7pm and Friday 10am – 2pm) which includes answering phones, checking in visitors, and accepting mail/packages. The Accounts Payable Associate will provide clerical support to the Human Resources department, such as setting up interviews, completing confidential references, and maintaining confidential records. A successful candidate will identify and align with the agency’s mission and values (listed below) in order to improve the well-being of clients and our community.

Agency Culture for Employees: We strive to provide a supportive and positive atmosphere for employees. On-site and virtual training is provided to get acclimated to our agency’s programs and the Accounts Payable Associate role. The Chief Financial Officer meets with the Accounts Payable Associate on a regular basis to provide support and training. We highly value teamwork as a way to build and maintain a positive culture for employees.

Agency Culture for Clients: We seek to maintain and build our supportive and collaborative work environment from our reception area to the counseling offices, as the counseling environment plays a significant role in the client’s comfortability and therapeutic process. Education and Experience Requirements: Candidates with an Associate’s degree in a related field preferred. Candidates must have a positive professional attitude and appearance, solid written and verbal communication skills, excellent organizational skills, attention to details and financial experience. Experience with human resources clerical support is a plus. Proficient with accounting software, copying/scanning, Microsoft Office suite, specifically Word and Excel.

Employment Opportunity Policy: Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color,

religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Employee Benefits:

Family Service Society, Inc offers benefit options to help you maintain overall health and well-being.:

- Employee Assistance Program
- New York State Sick Leave
- Staff Recognition Program
- Positions over 20 hours: Additional Paid Time Off

Contact Information:

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.

charlanowe@familyservicesociety.org

280 Princeton Ave Ext.

Corning, NY 14830

Our Mission Statement:

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

