



VACANCY ANNOUNCEMENT

POSITION TITLE: ACCOUNTS PAYABLE

FACILITY / PROGRAM: ADMINISTRATION - FINANCE

MINIMUM QUALIFICATIONS:

- Associate's Degree with two to five years of progressively responsible work experience in accounting and payroll processes.
- Computer skills necessary to effectively utilize word processing, database, and spreadsheet applications.
- Demonstrated critical thinking and assessment skills.
- Ability to pass the Pre-Employment Test, Criminal History Background Check, Drug Screen, and Physical examination.
- Possession of skills and personal attributes needed to perform each responsibility described below.

ADDITIONAL SKILLS:

- Ability to handle multiple tasks.
- Ability to work independently or as part of a team.

GENERAL RESPONSIBILITIES:

- Manage accounts payable through the approval of invoices,
- Input of vouchers into the computerized accounting system and paying checks within a timely basis and maintaining batch control reports.
- Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles.
- Initiates and processes journal entries into various accounts - Example Payroll and/or Accounts Receivable.
- Develop, administer, and maintain purchasing policies and procedures.
- Conduct regular purchasing meetings to review policy and procedures.
- Compile, edit and maintain the procurement and accounts payable section of the finance manual.
- Review and record purchase orders; review for proper authorizations.
- Maintain purchasing files.

HOW TO APPLY:

- Application is available at Detroit Rescue Mission Ministries, 150 Stimson, Detroit, MI 48201.
- It is also available online at <https://drmm.org/about-us/employment-opportunities> .
- You may fax your application along with current resume to Belinda Flowers, Human Resources Director, at 313-831-2299, or e-mail it to Belinda@DRMM.org.

**ONLY APPLICANTS WITH THE REQUIRED QUALIFICATIONS NEED TO APPLY.
ALL APPLICATIONS/RESUMES MUST BE POST MARKED BY THE CLOSING DATE.**

“NO PHONE CALLS PLEASE!”