**Part Time**

**Accounts Payable Specialist**

To Apply: Submit resumes for consideration. Please place “Part Time-Accounts Payable Specialist” in the subject line.

The Entrepreneurs’ Organization is looking for a business professional to join our team in the US region as a Part Time-Accounts Payable Specialist. The Entrepreneurs’ Organization (EO) – for entrepreneurs only – is a global community that enriches members’ lives through direct peer-to-peer learning, connections to experts and once-in-a-lifetime experiences. EO is the catalyst that enables entrepreneurs to learn from each other, leading to greater business success and an enriched personal life. For more information visit [www.eonetwork.org](http://eosp:81/).

At EO, the staff takes pride in our work, and it shows in everything we do. To reflect our unique culture, we embrace and embody five essential core principles:

* **Teamwork**: working together to achieve excellence
* **Trust & respect**: displaying and rewarding integrity
* **Creativity**: the possibilities are endless
* **Professionalism**: lead, learn and live by example
* **Fun**: lighten up, live it up, laugh it up!
* **Service**: Providing a world class experiences

The Part Time-Accounts Payable Specialist will provide finance support to EO membership and staff.

**Essential Duties and Responsibilities:**

* review and verify invoices and check requests
* sort, code and match invoices
* set invoices up for payment
* enter and upload invoices into system
* track expenses and process expense reports
* prepare and process electronic transfers and payments
* prepare and perform check runs
* post transactions to journals, ledgers and other records
* reconcile accounts payable transactions
* prepare analysis of accounts
* monitor accounts to ensure payments are up to date
* research and resolve invoice discrepancies and issues
* maintain vendor files
* correspond with vendors and respond to inquiries
* produce monthly reports
* assist with month end closing
* provide supporting documentation for audits

**Education and/or Experience:**

Required:

* 1-2 years business experience
* knowledge of accounts payable
* knowledge of general accounting procedures
* knowledge of relevant accounting software
* proficient in data entry and management

Preferred:

* Non-profit/association experience
* Ability to speak multiple languages

Impress us with your abilities and share your passions. And know that the staff that you may be working with soon is really one of the best teams assembled. Make your mark with EO and join this organization.

Nothing contained in this job description, or conveyed during any interview which may be granted or during any period of employment (if hired) with Entrepreneurs’ Organization, is intended to create an employment contract with any employee or prospective employee of the Firm for any specified period of time. Work rules and benefits in effect are subject to change from time to time, according to the needs of the organization. Any and all employment with Entrepreneurs’ Organization is “at will,” that is, for no definite or determinable period and subject to termination at any time, with or without cause and with or without prior notice, at the option of either the employee or the organization.

Entrepreneurs’ Organization is an equal opportunity employer