

Job Posting
CFBNJ Accounts Payable Specialist
November 2017

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community Food Bank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for an Accounts Payable Specialist to join our Finance Team. This role will initially report to the Assistant Vice President, Finance and is in the Hillside, NJ office.

In this role, you will be responsible for all aspects of the accounts payable ("AP") process, including review of invoices and check requests for accuracy, appropriate documentation and approval prior to payment, timely disbursement of funds, filing AP back up and mailing vendor payments. In addition, you will contribute to the development of internal processes and procedures, reconcile vendor statements/balances, research and address discrepancies, review and process credit card bills and obtain W-9s for all relevant vendors in addition to completing annual IRS Form 1099 reporting.

Qualified candidates will have a minimum of an Associate's Degree in Accounting or related field, along with at least 5 years of Accounts Payable experience. Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly. Qualified candidates should send a resume to marisas@creativeworkforce.com.

Equal Opportunity Employer.