



Building Better Futures

Accounts Payable Specialist – Milwaukee, WI

JOB CODE: APSPC

Schedule: Full Time

Work Status: Regular-Hourly

Salary: \$18.13, based on experience

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Are you a motivated Accounts Payable Specialist looking for a new challenge and an opportunity to advance your career? Join our team and apply for this opportunity today!

The Accounts Payable Specialist is responsible for the timely payment of UMOs obligations. The ideal candidate will have broad basic accounting department skills and experiences and will provide overall support for accounts payable and accounting department operational functions as well as general administrative support within the Accounting Department.

Primary Responsibilities:

Accounts Payable

1. Invoice processing to include prepare data, data entry, post input into SAGE Accounting System.
2. Document matching, check distribution, and file checks in filing room.
3. Vendor maintenance setup and verification.
4. 1099 vendor setup processing.
5. Conduct invoice and/or voucher file searches.
6. Identify and resolve vendor payment inquires and/or problem.
7. Assist with statement reconciliation and possible vendor contact to resolve discrepancies.

Accounting Operations

1. Perform additional accounting or administrative tasks as may be required, often on short notice by the accounting staff, Fiscal Director, or CFO.
2. Attend meetings, conferences and workshops as assigned.
3. As needed, other duties as assigned as appropriate to and correlated with position and responsibilities.
4. Assist with other department projects, audit requests, and other duties as assigned.

Qualifications:

1. Possess High School Diploma or equivalent plus one year of college business and/or computer courses. Note: Additional years of work experience in a relevant field can be substituted for education
2. Able to type 35 words per minute.
3. Working knowledge of Microsoft Word and Excel software and computerized software used in accounting department.
4. Strong organizational, time management, prioritization skills with professional work ethic
5. Detailed oriented and accurate with an ability to multi-task.
6. Must have the ability to maintain confidential and sensitive information.
7. Team player, sound judgment and willingness to take on additional duties.

Additional Eligibility Requirements:

Employment with UMOs is contingent upon successful completion of a criminal background check prior to employment.

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.