

Job Title: Documentation and Account Specialist
Job Classification: Functional and Logistical Support
Reports to: Senior Director of Allocation and Resources
FLSA Status: Hourly
Salary Range: \$16 to \$17.50 per hour
Location: Ypsilanti, MI

Essential Functions:

- Performs weekly Accounts Payable run preparation reports for approval by supervisor
- Inputs monthly invoices into online accounting system for payment processing
- Reviews various types of reports, including but not limited to Payroll Reports, document files, and other internal documents, for accuracy and anomalies
- Contacts outside parties to request information and/or documents, complete paperwork, and update contact information as needed
- Obtains information, both internally and externally as needed and requested
- Compares and crosschecks various documents and reports to ensure accuracy, including but not limited to: comparing invoices against payroll deduction reports, ensuring documentation is not expired and most current document is stored in designated location, verifying that benefit enrollment forms are complete, ensuring that vendors have completed W9s and designated files contain the entire checklist of documents required
- Identifies and alerts supervisor to process inconsistencies and/or gaps
- Updates Organizational Charts and other documents as directed
- Other duties as assigned

Knowledge Skills and Abilities

- Must be detail-oriented and meticulous
- Excellent organizational skills
- High level of comfort with technology and working with online systems, as well as proficiency in Microsoft Excel
- Ensure confidentially is maintained and privacy or records upheld at all times
- Must work with a high degree of accuracy
- Ability to perform assigned work independently
- Fluency (spoken and written) in Spanish a plus

Required Education and Experience

- Associate Degree preferred; High school graduation required

Additional Information

- Part-time position: 20 to 28 hours per week
- Flexible Monday through Friday work schedule to be set in conjunction with supervisor