



Accounts Payable Specialist

SeniorsPlus has an immediate opening for a full-time, 40 hours/week Accounts Payable Specialist in our Lewiston office. This position provides accounts payable support for the Agency and maintains the integrity of the automated accounting and vendor system under direction of the Accounting Supervisor. Responsible for the complete, accurate, appropriate approval and timely processing and payment of vendor invoices, reimbursements, and provider pay orders. Exports check payment data into the Agency's bank positive pay verification system. Works with vendors to resolve past due invoices and reconcile monthly statements. Performs annual maintenance of all vendor and 1099 files.

Qualifications include: Associate's degree in accounting or high school diploma in a business course with a minimum of four years of experience in computerized Accounting system. Experience with MIP accounting software preferred. Demonstrated knowledge of Microsoft office software.

Interested candidates should apply to:

jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer