

BARB CITY MANOR

INDEPENDENT RETIREMENT LIVING

680 Haish Blvd., DeKalb, IL 60115 | p. 815-756-8444 | barbcitymanor.org

Accounts Payable and Receivable Specialist **Part-time Position** **25 hours per week**

Starting Salary:

Job location: Barb City Manor, DeKalb

Application Deadline:

How to apply: Indeed or email sdavis@barbcitymanor.org

Job Summary

Barb City Manor is a not-for-profit independent living community for people 62+. Established in 1979, we have a long-established role of providing our residents with a safe, comfortable place to call home. The Accounts Payable and Receivable Specialist works 25 hours per week and is responsible for maintaining the front office Mondays- Fridays 8:00am-1:00pm, interacting with our residents and visitors, and all accounts payable and receivable duties. Qualified candidates must have experience with Sage Accounting System or similar accounting software.

Primary Roles and Responsibilities

Daily

- Open office for business
- Answer phone calls, interact with residents and visitors answering questions as needed.
- Respond to and assist with resident emergencies.

Bi-weekly

- Accounts payable and receivable
- Enter invoices and contact vendors as necessary.

Monthly

- Prepare monthly rent statements and schedule electronic withdrawals.
- Prepare monthly Board reports: balance sheet, account payables report, budget report.
- Complete journal entries as required.
- Prepare miscellaneous income deposits.
- Manage billing of Resident Assistance Fund grants.

Quarterly

- Complete sales tax for the City of DeKalb and State of Illinois

Annually

- Prepare 1099s
- Assist with annual audit.

As Needed

- Reconcile Petty Cash
- Order office supplies.
- Price comparison of facility supplies.
- Reconcile Resident Security Deposits

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- Prepare initial paperwork and files for all new residents.
- Keep resident and vendor files current and organized.
- Back up to Payroll Coordinator as needed.
- Other job duties as assigned.

Qualifications

- Must have strong organizational skills.
- Commitment to accuracy
- Maintain discretion and handle sensitive information.
- Must be a team player.
- Have strong verbal and written communication skills.
- Ability to handle multiple responsibilities and situations.
- Maintain friendly, professional, and patient manner at all times.

Experience

- High School Diploma.
- 2+ years of accounting experience preferred.
- Wage based on experience.

Benefits

- Paid vacation and sick leave based on hours worked.

We are an equal opportunity employer and prohibit discrimination/harassment 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.