

Part-Time Accounts Payable Specialist

We're looking for a detail-oriented **Part-Time Accounts Payable Specialist** to join our team.

Responsibilities:

- Process invoices and vendor payments
- Reconcile vendor statements
- Maintain accurate AP records
- Other accounting tasks as needed

Qualifications:

- 1–3 years of accounts payable or general accounting experience
- Strong proficiency in Microsoft Excel (formulas, spreadsheets, and data organization)
- Excellent attention to detail and organizational skills
- Ability to work independently and meet deadlines

OPEN UNTIL FILLED

Please apply online at guernseysunrise.org