

Account Payables & Facilities Coordinator

Apply Onlinewww.kalfound.org/careers**Starting Wage Range:** \$19.71 - \$23.65**Part-Time Status 20 hours/week Monday through Friday****Application Deadline**

February 22, 2019 12:00 p.m.

The Accounts Payables and Facilities Coordinator is a part of the Finance and Administration team. The Accounts Payables and Facilities Coordinator serves as the liaison for the oversight of the building and facilities; which includes, contracting for services, maintenance, and office equipment. The Accounts Payables and Facilities Coordinator performs accounting work related to processing and maintaining accounts payable, deposits, data input, and preparation of reports per documented processes.

The Work

- Facilities
 - Rental/purchase and maintenance of office equipment and workspaces
 - Invoice approval, budget and maintenance contracts related to physical building
 - Handles building emergencies 24/7
- Finance/Accounts Payable
 - Responsible accounts payable processing, records and systems maintenance
 - Prepares and distributes annual 1099 forms
 - Prepares bank deposits
- Member of reception team

The Place

- Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work

- Associate degree in business, accounting, human resources, related field or equivalent relevant work experience.
- Two to four years of progressively responsible experience
- Preferred experience in finance, accounts payable, and/or facilities
- Experience using a variety of computer technologies
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds

What We Offer

- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace