



Accounts Payable / HR / Payroll Specialist

Responsible for reviewing, validating, and processing all invoices for payment including the resolution of all invoice/statements and discrepancies. This position will calculate, process, and report the payroll bi-weekly. This position will also support agency administrative operations by performing standard accounting and administrative functions under the supervision of the Office and General Managers. Degree in Accounting preferred.

Applications may be obtained and submitted in our main office.