



JOB POSTING

Position Title: Accounts Payable Associate
Job Location: Home Office
Northbrook, IL

Position Summary

In this position, you'll process Accounts Payable for a number of properties, working closely with property General Managers and Home Office Accounting support teams to ensure that accounts payable are processed in a timely and accurate manner.

Position Responsibilities

- Receive and review invoices and vendor statements received from the Property, working with the General Manager to ensure proper invoice coding and approvals are contained therein.
- Enter all invoices into the accounting system, including amounts due, payment terms and discounts, applicable information for 1099 reporting, sales/use tax, and
- Issue checks from the accounting system.
- Prepare checks, including all invoice documentation, for final review and signature.
- Mail the checks to the appropriate vendor.
- File paid invoices and related check stubs.
- Prepare and send copies of check registers to property General Managers or clients.
- Complete special projections as requested by supervisor or others in Home Office.

Qualifications

- Associates Degree in Accounting
- 1-2 years applicable accounting experience, preferably in the hospitality or retail industries
- Microsoft Dynamics GP experience preferred
- Outstanding interpersonal communication skills
- Demonstrated skills with Microsoft Word, Excel, and Outlook
- Ability to analyze/solve problems and work in a fast paced environment
- Organization and attention to detail and a positive attitude

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