

Accounting Specialist

CDP, Inc. is a premier provider of data management systems and services for the public health community including the Special Supplement Program for Women, Infant, and Children (WIC). CDP, Inc. is seeking a highly skilled and experienced Accounts Payable Specialist to join our team. The Accounts Payable Specialist is responsible for processing, tracking, and recording invoices, purchase orders and leading various reconciliations, expense reports, and credit card statement processing.

Responsibilities:

- Manages the accounts payable process by reviewing and verifying invoices for accuracy, matching invoices to supporting documentation or seek approval from the appropriate leads.
- Research, investigate and resolve problems associated with processing of invoices, vendor inquiries and other accounts payable issues.
- Establish, document, and continuously improve accounts payable and reconciliations processes and workflows.
- Manages the company's corporate credit card procedures by auditing transactions, following up on missing documentation, and categorizing the transactions according to our job costing guidelines.
- Process and reconcile employee expense reports, ensuring expenses are allocated to appropriate jobs.
- Manage bank reconciliation processes for several bank accounts maintained on behalf of customers and communicate effectively with product teams when discrepancies arise.
- Maintain and oversee the filing of financial records related to accounting department operations.
- Serve as primary back-up and support for Accounts Receivable staff.
- Maintain the confidentiality of all financial information.

Other Responsibilities:

- Provide back up support in Payroll reconciliations and Accounts Receivable,
- Provides support with managing the company's assets such as equipment, vehicles, etc.
- Provide support to the organization on a variety of internal financial management projects.
- Support month-end and year-end processes
- Providing support to the organization by reviewing RFP's and contracts.
- Serve as back-up to Receptionist, as needed.

Minimum Qualifications:

- Associates degree
- 3 years of experience working in an accounting role.
- Experience with QuickBooks Enterprise Desktop.
- General ledger experience and understanding of basic accounting principles.

Desired Skills

- Bachelor's degree in business administration, accounting, or related field.
- Experience with job costing and cost allocation practices encompassing large number of customer jobs.

- Above average knowledge of database management and computer skills is required.
- Excellent verbal and written communication skills
- Highly organized, self-motivated, detail oriented and able to maintain a high level of accuracy.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. We encourage you to apply today via our [website](#). This position is expected to be onsite at our Romeoville, IL office. This position is also a full time exempt salary position.

About Our Culture

At our core, we value our relationships, both internally and externally. This means we respect everyone's contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. *When everyone feels empowered, everyone succeeds.*

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran's status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.