



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title: Fiscal Specialist (Payables) – Part-Time**  
**Location: 50 East 168<sup>th</sup> Street, Bronx NY 10452**  
**Reports to: Controller**

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

**Job Summary:**

Under the direct supervision of the Controller, the Fiscal Specialist will be responsible for the complete accounts payable cycle. Although this is currently a part-time position, it may become full-time in the future subject to budget availability.

**Primary Responsibilities:**

- Receive all incoming mail from front desk.
- Verify and process all invoices for payment.
- Exercise a high degree of detail orientation to maintain all AP documentation.
- Maintain and file purchase orders.
- Obtain required signatures based on payment thresholds.
- Reconcile vendor statements; researching and contacting appropriate parties concerning discrepancies.
- Respond to and resolve all vendor queries.
- Maintain W-9 and 1099 forms and consultant agreements.
- Provide supporting documents for audits.
- Scan and file all invoices.
- Responsible for inter- bank transfers, ACH and other wires.
- Provide other support, as needed.

**Qualifications:**

- Associate degree in Accounting with a minimum two years of direct accounts payable experience or High School Diploma with additional 3-4 years of accounts payable experience
- Knowledge of general accounting practices
- Excellent attention to detail, accuracy and quality

- A proven track record of maintaining strict confidentiality
- Good working knowledge of Excel and Word
- Knowledge of Fund EZ and allocating expenses a plus

**Competitive hourly rate based on experience.**

To apply, please send a cover letter and resume to [fiscalrecruit@whedco.org](mailto:fiscalrecruit@whedco.org). **Applications submitted without cover letters will not be considered.**

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.