

March 13, 2017

## CTF Illinois

### Accounting Position: Part Time

- Match purchase orders and invoices to receiving documents.
- Research & reconcile vendor statements and discrepancies as necessary to resolve outstanding payment issues.
- Manage payments made on behalf of individuals receiving services, and allocate funds as directed and in compliance with regulatory guidelines.
- File payment documents, correspondence and invoices.
- Prepare credits and billings per established guidelines and in an accurate and timely manner.
- Research and solve invoicing and payment discrepancies, making corrections as necessary.
- File payment remittance documents, correspondence and invoices.

### **Secondary Duties and Responsibilities:**

- Perform other accounting, financial, and/or other duties as assigned.
- May also receive additional assignments in support of, or at the direction of, the President/CEO.

Send cover letter and resume to Melissa Moxley at [melissamoxley@ctfillinois.org](mailto:melissamoxley@ctfillinois.org) or you may fax it to Melissa Moxley at 217-348-8823.