

**Friendship Ventures
Job Announcement
Part Time Position Available**

POSITION: Accounts Payable/Administrative Support

STARTING DATE: OPEN

APPLICATION DEADLINE: January 20, 2010 (or until position is filled)

**SEND RESUME AND SALARY REQUIREMENTS TO: FRIENDSHIP VENTURES
10509 108th St. NW
Annandale, MN 55302**

Friendship Ventures is a privately funded nonprofit organization providing year round leisure, educational, social and support services to children and adults with mental and physical disabilities and their families. Friendship Ventures annually provides statewide services to more than 3,000 individuals at its three main centers: Camp Friendship (near Annandale, MN), Eden Wood Center (in Eden Prairie MN), and Camp New Hope (near McGregor, MN). For more information visit our website at www.friendshipventures.org

JOB SUMMARY

To perform accounts payable, other accounting functions and general administrative support duties. Assist CAST Team with entire process of facility rentals. Serve as a goodwill ambassador of Friendship Ventures at all times.

RESPONSIBILITIES:

Under direct supervision from the Vice President of Finance, the Accounts Payable/Administrative Support primary duties are:

- 1) manage all tasks related to accounts payable, maintaining vendor customer cards, enter in account numbers and figures with accuracy, generation of payable checks, paying invoices on time and balancing aged accounts payables
- 2) assist VP Finance with other accounting duties, including the annual audit
- 3) effectively communicate with CAST Team to perform tasks related to reservations for facilities, including confirmation, deposit tracking, invoicing and billing
- 4) assist with receptionist and other general clerical tasks for other staff members when necessary

QUALIFICATIONS:

Strong organizational skills. Must be able to efficiently use Microsoft Office Outlook, Excel, Word and Great Plains accounting software. Accounts Payable experience required. Be a positive team member.

BENEFIT PACKAGE

For purposes of determining salary, benefits and work schedule, this is a non-exempt position.

- Retirement Plan
- Paid PTO after first year of employment