

AP/ AR Coordinator

Job Title: AP / AR Coordinator

Reports to: Accounting Manager

Classification: Part time 20 - 25 hours per week, Non-Exempt

Salary: Depending on education and work experience

Location: Temecula, CA

Essential Duties and Responsibilities: The list of duties are intended to describe the general nature and level of the work being performed and is not an exhaustive list of all responsibilities, duties and skills required for this position.

- Process vendor payments – analyze invoices, obtain invoice approvals, produce checks
- Collections follow up via e mail and phone
- Produce a variety of client invoices using Deltek Vision software
- Some Management reporting

Education and/or Experience:

- 2+ years experience in handling Payables / Receivables
- Proficient in Word / Excel
- Proficient in Outlook
- Must be extremely detail oriented and Analytical

Additional Skills that are not required but would be of benefit :

- Experience with Deltek Vision Software
- Experience in Access software

Work Environment:

- This job operates in an indoor office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

NBS Benefits:

We offer a full line of benefits including the following:

- Employee Stock Ownership Program
- 401k Plan with a generous employer match
- Medical and Dental Insurance coverage is paid in full for the employee.
- Paid Vacation, Sick, Holidays, and Volunteer time
- Life insurance covering the employee in the sum of \$100,000 is paid in full by NBS
- In addition to the benefits shown above, NBS offers a comfortable office and relaxed work environment with periodic off-site fun events. We have found our dress code of Business Casual to be an appreciated benefit by all employees.

About NBS:

NBS is a financial consulting firm for government agencies (cities, school districts, water/fire department, etc.). In addition, NBS licenses its proprietary software, called D-FAST®, to local government agencies nation-wide. The corporate office is in Temecula with a secondary office located in San Francisco.). We are 100% employee owned company with roughly 45 employees. We have been in business since 1996 and have been growing consistently and responsibly ever

since. We pride ourselves in our great work environment, growth opportunities, personal and professional development, and great benefits.

ACKNOWLEDGMENTS:

NBS is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment. NBS does not discriminate in hiring or employment based on race, color, religion, national origin, citizenship status, ancestry or genetic information, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected law.