Affiliates Risk Management Services, Inc. (ARMS), a New York-based not-for-profit organization dedicated to advancing patient safety and reducing risk in reproductive healthcare, is seeking a detail-oriented and collaborative **Accounts Payable/Accounts Receivable Specialist** to join our Finance team.

This is a **part-time, hybrid position** based in New York City, offering the opportunity to contribute to a mission-driven organization with a national impact. The ideal candidate is highly organized, proactive, and experienced in supporting day-to-day accounting operations in a fast-paced environment.

About ARMS
ARMS provides comprehensive risk and quality management services to reproductive healthcare organizations throughout the United States, including:

- Insurance program administration
- Risk management and mitigation strategies
- Online education and professional training
- Quality improvement initiatives

Position Summary
Reporting to the Senior Associate Director of Finance and Benefits, the Accounts Payable/Accounts Receivable Specialist is responsible for supporting the day-to-day financial operations of the organization. This role supports accounts payable and accounts receivable functions, maintains accurate financial records, assists with reconciliations, and collaborates with internal departments to ensure timely and accurate processing of financial transactions.

The successful candidate will regularly partner with the Senior Associate Director of Finance and Benefits, Chief Financial Officer, Chief Operating Officer, department heads, and other stakeholders to support organizational goals and maintain strong financial controls.

Key Responsibilities

- Receive and review vendor bills, match purchase orders and code expenses.
- Create invoices, follow up on outstanding invoices.
- Record, process, and match incoming payments and deposits.
- Review and reconcile employees out of pocket expense reports and credit card expense reports.
- Communicate with vendors, customers, and different departments in ARMS to resolve outstanding payments and clarify issues related to accounting policies and procedures
- Create journal entries and reconcile balance sheet account and income statement account schedules to assist with monthly closing.

Education

- Bachelor’s degree in Accounting, Finance, or a related field preferred.

Experience

- Minimum of 5 years of experience in accounting, accounts payable, accounts receivable, or financial support role.
- Experience working within a nonprofit organization is a plus.
- Experience with general ledger accounting and account reconciliations preferred.

Skills & Competencies

- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, particularly Excel.
- Experience with NetSuite is preferred but not required.
- Excellent written, verbal, and interpersonal communication skills.
- Strong customer service orientation and problem-solving abilities.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently while collaborating effectively with a team.
- High level of professionalism and discretion when handling confidential information.

Work Environment

This position is based in New York City and currently follows a **hybrid schedule**, with a combination of in-office and remote work. The anticipated schedule is approximately **20-25 hours per week**.

Benefits

ARMS offers a competitive and inclusive benefits package for eligible employees, including:

- Medical, dental, and vision insurance
- Short-term and long-term disability coverage
- Life insurance
- 401(k) with employer contribution and match
- Paid parental leave
- Generous paid time off, including vacation, sick leave, personal days, and holidays
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Salary Range: $30 to $35 an hour

Application Process

Please submit your resume to **michelle_kolev@ajg.com**.

Equal Opportunity Employer

Affiliates Risk Management Services, Inc. is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive workplace. We value respect, integrity, innovation, and customer focus, and we welcome applicants from all backgrounds and experiences.