

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

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Accounting Specialist

Summary

The Accounting Specialist performs a variety of accounting operations and transactional accounting functions for SVS, its affiliates, and managed entities. This position supports accounts payable, accounts receivable, cash management, vendor onboarding, expense administration, and accounting record maintenance while ensuring accurate and timely processing of financial transactions. The Accounting Specialist works closely with the Finance Department to support departmental goals, maintain accurate financial records, and ensure efficient accounting operations.

What you'll own

Accounting Operations

- Process accounts payable, accounts receivable, deposits, and related accounting transactions.
- Enter financial transactions and supporting information into accounting and related systems, or review and validate system-generated transaction data for accuracy and completeness.
- Process invoices, payment requests, and related accounting documentation.
- Record and reconcile cash receipts, deposits, and other assigned accounting activity.
- Prepare and distribute invoices, payment notices, and other routine financial communications as assigned.
- Support recurring billing and collection activities.
- Maintain accurate accounting records and supporting documentation.
- Respond to routine accounting inquiries and escalate issues as appropriate.

Vendor and Expense Administration

- Coordinate vendor onboarding activities, including collection of W-9 forms, payment information, and other required documentation.
- Review vendor onboarding documentation for completeness and follow up regarding missing or incomplete information.
- Maintain vendor records in accounting and expense management systems.
- Assist with expense management and payment processing activities.
- Verify completeness of submitted invoices, expense reports, vendor onboarding documentation, and other supporting materials.
- Support annual 1099 reporting activities through vendor record maintenance, W-9 collection, data validation, and preparation of supporting documentation.
- Process and distribute checks, invoices, vendor documentation, and other financial records received by the Finance Department.

Job Posting

Accounting Support

- Monitor assigned accounting inboxes and respond to routine inquiries or route items to appropriate Finance staff.
- Assist with preparation of account reconciliations and supporting schedules.
- Support month-end and year-end close activities through preparation of reports, documentation, and supporting information.
- Scan, organize, and maintain accounting records and supporting documentation in accordance with departmental retention procedures.
- Assist with audit requests, financial record retention, and regulatory compliance support.
- Participate in process improvement initiatives and system-related projects.
- Perform other duties and special projects as assigned.

What you'll bring to the job

Required

- Associate degree in Accounting, Finance, Business Administration, or related field, or equivalent combination of education and experience.
- 2+ years of accounting, bookkeeping, accounts payable, accounts receivable, or related experience.
- Strong attention to detail and organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong customer service and communication skills.
- Ability to learn and effectively utilize accounting and financial systems.
- Proficiency in Microsoft Office applications, including Excel.

Preferred

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Experience with accounting, association management, expense management, or financial software systems.
- Experience in an association, nonprofit, or professional services environment.
- Experience with vendor onboarding, 1099 reporting support, accounts payable, or cash management processes.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Job Posting

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. This is a hybrid position based in the Chicago area. Local candidates are preferred.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Target hiring range: \$25.00 - \$30.00/hour, based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k), recognition and team building, and an annual discretionary bonus opportunity.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.