



Job Title: Accounts Payable (A/P) Coordinator
Reports To: Chief Administration Officer
FLSA Status: Non-Exempt
Department: Finance
Location: Anywhere in U.S.

About SHPE

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

Job Description

As a key member of the Finance Department, the A/P Coordinator will report to the Chief Administration Officer. This position will have primary day-to-day responsibility for entering all accounts payable invoices and employee expense reports, supporting grant management, and performing various administrative tasks. All areas of responsibility are time sensitive and deadline driven.

RESPONSIBILITIES

Accounts Payable

- Enters all Accounts Payable invoices in Bill.com
- Performs general ledger and vendor coding review prior to payment processing
- Performs corporate credit card processing, reporting and accounting (including assisting with monthly reconciliation)
- Assists with annual vendor 1099MISC tax reporting
- Assist Finance Manager, Grants with revenue and expense tracking and reporting
- Maintains required internal controls over the Accounts Payable process
- Stays informed of recent Accounts Payable related regulations/compliance
- Maintains knowledge of all Accounts Payable and employee expense reimbursement policies and procedures
- Exercises awareness concerning any possible suspicious activity or fraudulent behavior and reports any such incidents per SHPE's Reporting Policy

- Assists and trains other personnel with correct coding of invoices, credit card charges and reimbursement requests
- Perform research as directed by supervisor

Other

- Support the Administration Team with administrative tasks
- Assists with internal and external audit requests
- Performs related responsibilities and special projects as required or assigned
- Other duties as assigned

DESIRED SKILLS & PERFORMANCE

- Experience with online AP payment portals- Bill.com experience preferred
- Experience with online Expense Reimbursement systems- SAP/Concur experience preferred
- Believe in the Mission and Vision of SHPE
- Organized, detail-oriented, with strong self-review habits
- Ability to partner and build relationships with team members
- Patient, courteous, and able to perform under stressful conditions in a multicultural setting
- Working knowledge of MS Office

JOB REQUIREMENTS & EXPERIENCE

- Associate's degree in accounting or related field or
- Three (3) years of progressive experience in a nonprofit accounting environment or an equivalent combination of education and experience
- Proficiency in online payment and expense software
- Proficiency in Microsoft Office, especially Excel and Word

PHYSICAL DEMANDS

- Ability to stand one third of the time
- Ability to lift 10lbs or less one third of the time
- Ability to walk one third of the time
- Ability to sit more than two thirds of the time
- Ability to talk and hear two thirds of the time

COMPENSATION AND BENEFITS

- Annual salary is commensurate with experience
- Benefits package includes medical, dental, vision, retirement plan, and vacation

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject A/P Coordinator)

- 3 professional references
- Salary requirements

Note: Submission deadline is revolving until filled. Salary Range is \$52,500-55,000

EEO STATEMENT

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.