



**Job Title:** Accounts Payable (A/P) Specialist

**Reports To:** Controller

**FLSA Status:** Non-Exempt

**Department:** Finance

**Location:** United States (Remote)

### **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. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

### **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 Specialist will report to the Controller. This position will have primary day-to-day responsibility for entering all accounts payable invoices and employee expense reports, processing mail, producing checks/ACH payments, and performing various general ledger reconciliations. All areas of responsibility are time sensitive and deadline driven.

### **RESPONSIBILITIES**

#### **Accounts Payable**

- Enters all Accounts Payable invoices
- Process AP Billing on a monthly basis
- Reviews employee expense reports for receipts and accuracy
- Performs general ledger and vendor coding review prior to payment processing
- Performs remote deposit processing and general ledger posting
- Performs corporate credit card processing, reporting and accounting (including assisting with monthly reconciliation)

- Assists with annual vendor clean-up for 1099MISC tax 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**

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

#### **DESIRED SKILLS & PERFORMANCE**

- 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

#### **MANDATORY JOB REQUIREMENTS & EXPERIENCE**

- Associate's degree in accounting or related field
- Three (3) years of progressive experience in a nonprofit accounting environment or an equivalent combination of education and experience
- Proficiency in Accounts Payable and Financial systems
- 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](mailto:HR@shpe.org)

- Resume
- Cover letter (with the subject A/P Specialist)
- 3 professional references
- Salary requirements

**Note: Submission deadline is revolving until filled. Salary Range is \$50,000-\$60,000**

## **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.