**Job Title:** Finance Coordinator

**Reports To:** Controller

**FLSA Status:** Non-Exempt

**Department:** Finance

**Location:** Anywhere in the U.S. (Remote)

**About SHPE**

The Society of Hispanic Professional Engineers (SHPE) was founded in Los Angeles, California, in 1974 by a group of engineers employed by the city of Los Angeles. Their objective was to form a national organization of professional engineers to serve as role models in the Hispanic community. The concept of Networking was the key basis for the organization. SHPE quickly established two student chapters to begin the network that would grow to encompass the nation as well as reach countries outside the United States. Today, SHPE enjoys a strong but independent nation-wide network of professional and student chapters.

**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 Finance Coordinator will report to the Controller. All areas of responsibility are time sensitive, and deadline driven. This position will be primarily responsible for the daily processing functions of the Finance office to include but not limited to:

**RESPONSIBILITIES**

**Payables**

* Enter Accounts Payable invoices for payments in Bill.com
* Performs corporate credit card processing, reporting, and accounting
* Review employee Concur expense reports for receipts and coding accuracy.
* Assist with annual vendor clean-up for 1099MISC tax reporting.
* Maintains required internal controls over the Accounts Payables processes
* Prepare AP Aging reporting weekly and monthly and advise Controller of known issues.

# Receivables

* Create Accounts Receivable invoices and send to customers with payment instructions.
* Monitor payment portals for payments on accounts.
* Apply payments to invoices.
* Prepare and update deposit logs daily.
* Reconcile AR transactions to the general ledger.
* Prepare AR reporting weekly and monthly and advise Controller of collections issues.

# Other

* Assist internal and external customers with any questions related to Accounts Payables/Receivables.
* Stays informed of recent Accounts Payable/Receivable related regulations/compliance.
* Maintains knowledge of all Accounts Payable/Receivable and employee policies and procedures.
* Exercises awareness concerning any possible suspicious activity or fraudulent behavior and reports any such incidents per SHPE’s Reporting Policy.
* Perform research as directed by supervisor.
* Provide support at SHPE events.
* Performs related responsibilities and special projects as required or assigned.
* Support the Finance Team as needed.
* Travel may be required.
* Other duties as assigned.

Annual salary range: $54,000-$57,000

Benefits package includes medical, dental, vision, retirement plan, and vacation.