Job Title: Temporary Accounts Payable (A/P) Clerk  
Reports To: Chief Administration Officer  
FLSA Status: Non-Exempt  
Department: Finance  
Location: Greater Los Angeles Area (City of Industry)

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 Temporary Accounts Payable (A/P) Clerk will report to the Chief Administration Officer. This position will have primary day-to-day responsibility for entering all accounts payable invoices and corporate card expense reports and performing various general ledger reconciliations. All areas of responsibility are time sensitive and deadline driven. This position is currently temporary, with the possibility of becoming a full-time position.

RESPONSIBILITIES

Accounts Payable
- Enters all Accounts Payable invoices in Bill.com, reviewing for expense coding and approvals
- Performs corporate credit card processing, reporting, and accounting (including assisting with monthly reconcilement) using SAP Concur
- Ensures Bill.com and SAP Concur Accounts Payable information uploads to QuickBooks Online.
• Maintains required internal controls over the Accounts Payable process
• 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
• 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
• Two (2) years of progressive experience in a nonprofit accounting environment or an equivalent combination of education and experience
• Proficiency in Finance Accounts Payable Systems
• QuickBooks Online, Bill.com and/or SAP Concur experience is preferred
• 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 Temporary A/P Specialist)
  • 3 professional references
  • Salary requirements

Note: Submission deadline is revolving until filled. Temporary Salary Range is $25.00 to $26.00 per hour.

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.