

Job Description: Accounts Payable Clerk



Salary: \$45,000-54,000

Location: Home office, St. Paul, MN

Reports to: Senior Accountant

Position overview

The Accounts Payable Clerk is responsible for performing and overseeing the accounts Payable function of the organization.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Manage and perform all functions of accounts payable
 - › Ensure proper documentation and approval for payables are met
 - › Ensure expenditure allowability for specific funding source
 - › Scan and maintain a paperless file of vendor bills
 - › Properly allocate expenses across the organization
 - › Process and run bi-weekly check runs
 - › Maintain vendor files and contact information, obtaining W-9s
 - › Prepare form 1099-MISC and 1099-NEC at year end
- Complete federal grant expenditure worksheet and send to managers
- Enter and reconcile credit card activity
- Review and analyze employee reimbursements/expenditures
- Other duties as assigned

Qualifications

- Education and experience
 - › An associate degree in accounting or bookkeeping or equivalent experience is required
 - › 1+ years of experience in accounts payable preferred

- › Fund accounting experience preferred
- › Experience with QuickBooks accounting software preferred
- Skills and abilities
 - › Exceptional attention to detail and accuracy
 - › Excellent communication and interpersonal skills
 - › Ability to work independently, as a team member, and meet deadlines
 - › Understanding of accounting principles and practices
 - › Proficient knowledge and experience with Excel Spreadsheets
 - › Bilingual English/Spanish preferred

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your resume and cover letter to humanresoures@esperanzaunited.org with the subject header, "Your Name Application – Accounts Payable Clerk."

We will consider applications on a rolling basis, with priority for those submitted by December 1, 2022. However, applications will be accepted until the position is filled.