



410 NE 18th Ave
Portland, OR 97232

LatinoNetwork
www.LatNet.org

info@LatNet.org
503.283.6881

JOB ANNOUNCEMENT

POSITION TITLE: Accounts Payable Specialist
(Temp to Hire)

REPORTS TO: Director of Finance and
Operations

COMPENSATION: \$16 Hourly, Part-Time, 20
hours per week

CLOSING DATE: Open until filled

ORGANIZATION BACKGROUND

Latino Network's mission is to provide transformative opportunities, services and advocacy for the education, leadership and civic engagement of our youth, families and communities. Our work springs from the core belief in Latino community self-determination—that is, the ability of community members to participate meaningfully in the decisions that affect their lives and the lives of their families. We build and manage collaborative and energetic teams to implement high quality, culturally inclusive programs. We actively partner across a variety of city, county, state and community organizations to deliver training and support, a wide range of services, as well as influence policy.

CANDIDATE PROFILE

Latino Network seeks a bilingual, bi-cultural mission-driven professional with proven nonprofit and community experience to provide finance support. This is a roll-up-your-sleeves position with the capacity to impact the lives of Latino youth and their families. If you are caring, resourceful, outcome-orientated and able to build strong relationships, then the Latino Network is the place for you.

POSITION DESCRIPTION

The Accounts Payable will primarily serve as support to the Director of Operations and Finance for the organization's finance functions, and help ensure that the basic operations run effectively and efficiently. They will complete payments and control expenses by receiving, processing, verifying, and reconciling invoices. To include preparation of periodic financial reports, assist with audit preparation, and other general financial functions. Additional, they will support general operations as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Process and pay vendor bills; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburses petty cash by recording entry; verifying documentation.

SKILLS, KNOWLEDGE, EDUCATION AND EXPERIENCE

- Strong background in finance, accounting, and/or bookkeeping, specifically in a nonprofit environment
- Experience using Intacct or similar financial software
- Outstanding interpersonal team, and customer service skills; projecting a positive, supportive attitude
- Professional demeanor, tact, poise, and excellent interpersonal skills
- Ability to work well with all levels of internal management and staff, as well as with external customers
- Flexible; can change focus and priorities easily; able to prioritize and multi-task in a fast paced, deadline-driven environment
- Must be a self-starter who is able to resolve problems with minimal supervision
- Ability to handle confidential material in a professional manner
- Accuracy, thoroughness, and exceptional follow-through and attention to detail

ADDITIONAL ADMINISTRATIVE AND PHYSICAL REQUIREMENTS

- Evening and weekend availability may be required, and work hours are flexible to accommodate program implementation; long hours during peak periods.
- Undergoing and passing criminal background checks is required

WORK ENVIRONMENT

Latino Network is a fast-paced, highly engaged work environment with satellite operations within Multnomah County. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual

improvement.

BENEFITS

N/A

TO APPLY:

Application review begins immediately. Open until filled. Submit a cover letter, and resume to HR@latnet.org; or mail to 410 NE 18th Ave, Portland OR 97232. Please indicate which school you are applying to. Incomplete applications will not be considered. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted.

Latino Network is an EEO employer committed to the inclusion of people of color, lesbian, gay, bisexual and transgender people, women and people living with disabilities in our workplace and programs. We invite applications from candidates who share our commitment to this diversity.

For more information about Latino Network visit www.latnet.org or on Facebook at <https://www.facebook.com/latnet>.

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.