



**Position:** Accounts Payable Specialist

**Reports to:** Accounting Manager

**Bargaining Unit:** Yes

**FLSA:** Non -Exempt

**Status:** Full Time

### **Position Summary**

The Accounts Payable Specialist is responsible for contributing to the effective functioning of the Finance and newly formed Accounting department. In the area of Accounting, this role secures accurate and timely payments to vendors and employees, performs account reconciliations, assigns grants to payments, and works on other projects as assigned.

The ideal candidate possesses at least 3 years of previous work experience in accounting following accounting principles, is passionate about accuracy, follows procedures and organizational policies, meets deadlines and works with a sense of urgency. The candidate will also be skilled at analyzing data, accuracy, and producing compelling reports. The candidate supports financial sustainability, acting as a supporting role to Centro's employees working on the frontlines to advance social justice. In this role, the candidate will identify and recommend simple effective solutions to existing processes, and will be an active participant in enabling change in the organization.

### **Responsibilities**

#### **Accounts Payable**

- Review all invoices for proper documentation and validity of information and charges, securing proper approvals according to Centro's disbursement policy and guidelines.
- In partnership with the programs, ensure that invoices that are related to grants and contracts are logged under the proper grant.
- Code AP invoices according to the Centro's Chart of Accounts, and input them in Quickbooks, ensuring accurate and timely payments.
- Perform weekly check runs following Accounts Payable processing schedule.
- Reconcile vendor statements and maintain vendor relationships.
- Create and maintain vendor files in QB and for storage, and obtain W-9 for all new vendors. Prepare 1099's at year-end for all eligible vendors, contractors, and suppliers. File 1096.
- Initiate stop payments and request canceled checks from the bank, as needed.
- Maintain Concur (Expense report system) and ensure that employees are set up in QB.
- Assigns grant codes to payments

#### **General Ledger**

- Ensure optimal use of corporate funds and maximize cash flow by paying invoices and processing payroll according timely and coordinating cash flow needs with the Director of Finance.

- Prepare monthly Journal Entry for Vacation Accruals
- Reconcile credit card accounts and verify payments
- Prepare accruals for Accounts Payable at the end of each quarter.
- Assist with other GL tasks as needed

#### Other

- Assist with all audit inquiries, copies, etc.
- Perform additional duties as may be assigned.

#### Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:

- Minimum of three years of experience in Accounting, including financial reporting and billing and/or payable functions. Experience in payroll desirable
- Understanding of generally accepted Accounting principles
- Excellent communication skills, both verbal and written
- Ability to Interact effectively with a broad range of colleagues and stakeholders
- Self-starter and open minded, takes initiative to improve processes, actively seeking new ways of working
- Attention to detail and excellent time-management skills to deal with changing priorities
- Ability to work independently as well as within a team
- Demonstrate initiative, quantitative analytical, and problem-solving skills
- Able to prioritize tasks and meet deadlines in a fast-paced environment
- Demonstrates leadership skills and enthusiasm for learning
- Able to be entrusted with sensitive information

#### Other Skills Required

- Minimum AA degree or higher in Accounting, Finance, or Business Administration
- Proficiency in MS Excel and Word, G-Suite
- Strong computer skills; proficient or advanced skills in Microsoft Suite, QuickBooks, familiarity with database applications (Salesforce) and Payroll systems, ADP, Paychex or other Time Management systems.

#### Compensation

This is a full time non-exempt position that is competitive and commensurate with experience ranging from \$34.20-\$37.22. This is a full time non-exempt position.

#### Benefits and Perks:

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage ( Kaiser) will be provided at Centro Legal's expense covering 100%, and 50%

for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.

- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st

### **COVID 19 Policy**

Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to <https://myvaccinerecord.cdph.ca.gov/>.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, send a brief cover letter, resume, and list of three professional references by email to [Jcarrion@centrolegal.org](mailto:Jcarrion@centrolegal.org) ATTN: Jane Carrion. Include **"Accounts Payable Specialist"** in the subject line.

### **About Centro Legal de la Raza:**

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California. Centro Legal's multifaceted approach to legal advocacy on behalf of the most vulnerable amongst us is purposefully designed to ensure access to justice. To this end, we pride ourselves in the three key components of our work: creating leadership, empowerment, and equity in our community. We focus on leadership by providing guidance and mentorship to the next generation of attorneys and judges of color through our Youth Law Academy and Diversity Legal Pipeline programs. We incubate community empowerment by advocating for positive change in local and state governments, creating meaningful dialogue on issues through our communications and media strategies, and by engaging in true, collaborative based, community lawyering. Finally, we ensure equity through high quality bilingual legal services and courtroom advocacy.

### **POSITION OPEN UNTIL FILLED**

### **Diversity Statement**

Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability,

service in the uniformed services or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.