



• EMPLOYMENT OPPORTUNITY •

Purchasing and Accounts Payable Assistant

CALIFORNIA REGION - REMOTE

- Title:** Purchasing and Accounts Payable (AP) Assistant
- Reports to:** Accounts Payable Manager
- FLSA Status:** Non-Exempt
- Starting Wage:** Commensurate with experience
- Position Status:** Regular, full time
- Effective Date:** September, 2022

As a national non-profit organization and a leader in the field of community health, Vision y Compromiso seeks a full time candidate who is enthusiastic about working for a growing nonprofit organization. The Accounts Payable Assistant will be responsible for supporting the AP processes including purchasing, data entry, analyzing information with great attention to detail, and will provide general support to the Finance Department as needed.

A preferred candidate will have 3-5 years' experience in accounts payable and/or purchasing. AA degree in Finance, Accounting or Business Administration will be preferred however not required. Sufficient experience will not be overlooked. Solid understanding of basic bookkeeping and accounting payable principles is needed. Proven ability to calculate, post, and manage accounting figures and financial records is a must. High degree of accuracy and attention to detail will be required. Data entry skills along with an ability to analyze information is important for this position. Customer service orientation and negotiation skills are valuable to this job. Confidence with Excel and accounting software (Concur, Quickbooks Online, Sage IntAcct preferred) and the ability to learn new software is essential. Non-profit experience will be preferred but not required. Flexibility to work as a team will be needed. Bi-lingual English/Spanish preferred.

Applications will be open September 2022 until the position has been filled. Please submit resumes and questions to Yudi Hibbs via email at (yudi@visionycompromiso.org).

Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. Today, we are the only organization in California providing comprehensive culturally- and linguistically-relevant training, workforce development, leadership opportunities, advocacy and support to more than 4,000 promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (Towards a Healthy and Dignified Life) reflects enhancing promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.