



## EMPLOYMENT OPPORTUNITY

### ACCOUNTS PAYABLE COORDINATOR

<b>Title:</b>	Accounts Payable Coordinator
<b>Reports to:</b>	Accounts Payable Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Position Status:</b>	Regular, Full Time
<b>Wage Range:</b>	\$31.74-\$36.50 per hour
<b>Effective Date:</b>	September 2025
<b>Location:</b>	Remote from home
<b>Required Travel:</b>	Occasional travel (up to 10% of the time) within California to meet with the Finance or Operations Team.
<b>Schedule:</b>	Typically, Monday-Friday during normal business hours 8am-5pm Pacific Time.

#### Position Summary

Under the direct supervision of the Accounts Payable Manager, the Accounts Payable Coordinator is responsible for the effective and timely execution of the organization's accounts payable processes, using SAP Concur and NetSuite while ensuring compliance with organizational policies, funder requirements, and GAAP.

#### How to Apply

Applications will be open July 22, 2025, until the position is filled. Please submit resumes and questions to Nancy Marsh and Sharareh Motamed at ([nancy@visionycompromiso.org](mailto:nancy@visionycompromiso.org) and [sharareh@visionycompromiso.org](mailto:sharareh@visionycompromiso.org)).

#### Essential Functions, Duties, and Responsibilities

##### Accounts Payable Operations and System Management

- Accurately perform all tasks necessary for the processing and review of accounts payable department purchases, disbursements, and expense reports while maintaining accuracy, completeness, and adherence to organizational policies.
- Review and reconcile transactions from Concur with the NetSuite ERP system, ensuring proper coding and classification of AP transactions.
- Resolve discrepancies related to disbursements, purchase orders, or payments by effectively communicating with vendors and internal departments.
- Manage employee data within Concur and NetSuite, including user profiles, modifications, technical issue resolution, and payment clarifications.

##### Process Improvements

- Continuously evaluate and identify areas for improvement in accounts payable procedures and recommend enhancements to streamline processes and increase efficiency.

##### Training, Support and Team Collaboration

- Offer guidance and support to staff and actively participate in developing training materials and standard operating procedures related to the organization's accounts payable systems and tools, including software and processes.
- Assist with month-end closing activities including accruals, account reconciliations, financial reporting, and vendor reconciliations.
- Provide training for both new and existing accounts payable assistants to ensure proficiency in their roles.
- Serve as a backup resource to the Finance Team during peak periods, staff absences, or when additional support is required to ensure continuity of operations.

##### Compliance and Goal-Meeting

- Ensure compliance with all contracts, funder requirements, VyC procedures and policies, and GAAP compliance in all activities.
- Meet or exceed all goals and requirements established by management for this position.

#### Additional Duties

- Provide support to other departments as needed.
- Collaborate with vendors, contractors, consultants and internal teams to achieve departmental objectives and support shared fiscal goals.
- Provide general and administrative support to management, and designated staff as requested.
- Other duties as assigned

The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

## Required Competencies

### Education/Experience

- **Education:** Bachelor's Degree in Accounting from an accredited 4-year institution or equivalent experience
  - **Commensurate experience:** Relevant professional experience and skills comparable to a bachelor's degree in accounting. This includes significant roles demonstrating the ability to perform at a graduate level.

**Candidates without a degree should have at least 5 years of accounts payable experience.**

- **Experience:**
  - 2-3 years of progressive financial experience, combining technical expertise with strategic operational skills
  - Advanced proficiency in financial software and comprehensive accounting practices
  - Expertise in accounts payable, financial reporting, and complex reconciliation processes
  - Demonstrated ability to manage financial workflows independently with exceptional accuracy
  - Proven track record of proactive process improvement and self-directed problem-solving
  - Strong foundation in business operations and accounting principles, developed through practical experience or formal education

### Skills

- Accounting
  - Solid understanding of the full accounts payable cycle and financial reporting (GAAP).
  - Proven ability to calculate, post, and manage accounting figures and financial records.
  - High level of confidentiality, integrity, and discretion in handling sensitive financial information.
- Administration and Project Management
  - Exceptional attention to detail, organizational abilities, with a proven track record in prioritizing tasks effectively
  - Strong analytical and problem-solving skills and the ability to resolve complex issues.
  - Adaptable and reliable, with strong problem-solving skills, flexibility, and resourcefulness when navigating unexpected situations, conflict, challenges, or changing priorities
  - Ability to manage multiple and often simultaneous tasks.
  - Organized and able to meet deadlines while working independently.
  - Ability to effectively work with overlapping projects and deadlines
- Customer Service/Teamwork
  - Strong customer service orientation and negotiation skills.
  - Strong communication and problem-solving skills, with a focus on being supportive, approachable, and flexible in interactions with colleagues and vendors.
  - Strong ability to work independently as well as collaboratively in a team environment.
  - Ability to collaborate closely and maintain productive and positive relationships across all VyC departments and with external stakeholders.

### Language Skills

- Excellent English language verbal and written communication skills, with the ability to speak, present, and respond to questions effectively from contractors, vendors, or employees of the organization.
- Ability to read, analyze, and interpret documents such as credit card statements and other financial documents.
- Ability to write routine reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals, groups, and the public

### Computer Skills

- Advanced computer skills with the ability to quickly adapt to new software, tools, and platforms, and independently find resources to address any challenges that may arise.
- Effective, efficient, and confident skills in MS 365 (Sharepoint, Excel, Word, PowerPoint, Teams) and/or Google Workspace, and Adobe Acrobat Pro.
- Hands-on experience with accounting software (SAP Concur and NetSuite preferred).
- Comfort using and learning new technology.

### Certificates, Licenses, and Registrations

- Valid Driver's License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions.
- Valid automobile liability insurance required if driving.

## Preferred Competencies – Nice to Have

- Bilingual English/Spanish proficiency is highly desirable.
- Strong skills in crafting clear content and communications that resonate with different individuals.
- Nonprofit experience or government agency experience
- Familiarity with UAG requirements.

- Understanding of the Promotora Model or other community leadership models and its role in creating health equity, nationally and internationally

### Physical and Mental Demands

- Must be able to remain in a stationary position up to 90% of the time.
- Occasionally moves about inside home office to access file cabinets, office machinery, etc.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently communicates with colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Must be able to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Must be able to work and sustain attention with distractions and/or interruptions.
- Must be able to maintain regular attendance and be punctual.
- Must be able to understand, remember and follow verbal and written instructions.
- Must be able to complete assigned tasks without direct supervision.
- Must be able to exercise independent judgment and make decisions.
- Must be able to perform under stress and/or in times of urgency.
- Must be able to perform in situations requiring speed, deadlines, or productivity quotas.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### Work Environment

- This job operates primarily remotely from an approved remote or home office, with occasional travel for meetings in the organization's offices, community partner offices, hotels, or conference centers.
- The noise level in this work environment is typically quiet.

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

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