

## Job Announcement

**Position Title:** Accounts Payable Specialist  
**Team:** Finance  
**Reports to:** Controller  
**FLSA Status:** Non-Exempt  
**Compensation:** \$18.99 - \$20.66/hour DOE, plus generous benefits package

***Want to help make a difference?*** Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Equity Council, which acts as an internal board to vet and recommend personnel policies and compensation practices. The council staffed by primarily staff of color in non-management roles. It also helps with diversity-related projects, such as coordinating staff diversity trainings and provides ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

***What Human Solutions Can Offer You:*** We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 13 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.

- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes and workshops on stress management, self-care and wellness.
- Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.
- A six-week paid sabbatical after every seven years of consecutive employment with HSI.

**SUMMARY:** The Accounts Payable Specialist is a critical component of the Finance team, processing a high volume of check and electronic payments each month including ongoing Human Solutions utility and operating expenses, time-sensitive Client Assistant expenses, and Housing Development expenses.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

*Essential*

- Process Accounts Payable for multiple entities: Review invoices and check requests for accuracy and authorization, resolve invoice discrepancies, code, enter and post; prepare all cash disbursements. Match invoices or receipts and check requests, ensure timely payments, maintain vendor files, correspond with vendors and respond to inquiries, and produce monthly reports. Void checks and/or invoices as needed.
- Prepare and edit year end 1099s.
- Responsible for matching receipts and signed check stubs to client assistance requests, identification of missing receipts and following up on missing receipts.

*Secondary*

- Backup Support: Provide backup for Bank reconciliations, Accounts Receivable and journal entries.
- Audits: Assist in preparation for annual audit and periodic funder audits.
- Process GL coding using best practices for MIP accounting software.
- Maintain finance office records and files in orderly and organized manner.
- Assist with month-end close.
- Perform other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Bachelor degree in accounting preferred
- 1 years accounts payable experience required; 3 years preferred
- Preference given to candidates with basic knowledge of non-profit accounting
- Experience working with multiple cost centers required

**KEY COMPETENCIES:**

- Basic knowledge of accounting principles and procedures
- Basic knowledge of automated accounting systems
- Proficient in Excel, Word, Windows XP and basic computer operations
- Must be able to read, write and speak English both in person and by telephone.

- Ability to read invoices and instructions as presented in manuals and brochures.
- Ability to plan, prioritize and coordinate multiple projects
- Accuracy and attention to detail
- Ability to understand IRS W-9 requirements
- Dedicated to providing a high level of customer service to our employees and clients
- Ability to work independently as well as collaboratively
- Ability to maintain confidentiality
- Ability to exercise sound judgment in work situations
- Information management skills
- Problem-solving skills
- Critical thinking skills
- 10-key by touch

**Additional Requirements:** Candidate must pass background and credit screening.

**SUPERVISORY RESPONSIBILITIES:**

None

**PHYSICAL DEMANDS:**

The physical demands described here represent common requirements for this position, but should not be considered limitations to applicants where a reasonable accommodation would allow a person to perform the work in a similar manner.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, and distance vision. The noise level in the work environment is usually moderate.

**WORK ENVIRONMENT:**

The work environment is a fast paced accounting office with shared office space.

**TO APPLY:**

Please send resume with cover letter and three professional references to: Ashley Parks, Controller, via email to [aparks@humansolutions.org](mailto:aparks@humansolutions.org). Subject line must read: "Accounts Payable Specialist". References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.