



JOB DESCRIPTION

Title: Accounts Payable Specialist

Reports to: VP of Finance

Department: Finance

FLSA Status: Non-Exempt; Full-Time

***This position does not allow remote capabilities**

The Accounts Payable (AP) Specialist supports the HEP Finance department and is responsible for processing and maintaining accurate financial records related to vendor payments, employee reimbursements, and organizational expenses. This position ensures timely payments, compliance with non-profit accounting standards, grant and funding requirements, and internal financial controls.

PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:

- Review invoices for proper coding to general ledger accounts, programs, grants, and departments.
- Process vendor invoices, check requests, and employee reimbursements accurately and timely.
- Match invoices with purchase orders, receipts, and approvals.
- Prepare and process weekly check runs, ACH payments, and electronic payments.
- Maintain vendor files, including W-9 forms and insurance certificates.
- Assist with preparation and filing of 1099 forms.
- Reconcile vendor statements and resolve discrepancies.
- Monitor accounts payable aging and follow up on outstanding issues.
- Ensure compliance with organizational policies, grant requirements, and accounting procedures.
- Assist with month-end and year-end closing activities.
- Support audits by preparing requested documentation and reports.
- Maintain confidentiality of financial and employee information.
- Interact with HEP departments to collect information and necessary supporting documents.
- Communicate professionally with all levels of staff and vendors.
- Assist with budgeting and expense tracking as requested.
- Perform additional duties as assigned by the VP of Finance.



EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:

- Associate's degree in accounting, finance, or related field.
- Minimum of 2 years in accounts payable or accounting.
- Preferred: non-profit and fund accounting experience.
- Experience with accounting software such as MIP Fund Accounting, Abila, QuickBooks or similar systems.
- Strong knowledge of accounts payable procedures and general accounting principles.
- Sensitivity to cultural diversity and ability to work effectively with individuals from diverse racial, ethnic, and socioeconomic backgrounds.
- Professionalism and confidentiality are a MUST.
- Excellent communication skills both verbally and written.
- Good time management and attention to detail.
- Ability to work independently as well as in a team setting.
- Proficiency in Microsoft 365.
- Bilingual in Spanish preferred but not required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Prolonged periods of sitting in an office setting.
- Walking on uneven surfaces throughout the HEP campus.
- Sitting, standing, walking, bending, reaching, lifting, etc.
- Ability to lift up to 15 pounds with ease; Anything over 15 pounds requires a team lift.
- Must successfully pass Level 1 background check, as well as drug and alcohol screenings.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.