



POSITION ANNOUNCEMENT

Accounts Payable Specialist

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks an Accounts Payable Specialist who will support the Controller in assisting with the day-to-day administration and operations of the Fiscal Office. To be successful in this role, the Accounts Payable Specialist should be able to perform daily bookkeeping and recordkeeping, create financial reports as well as support the Fiscal Office with essential accounting functions. The Accounts Payable Specialist will serve as an integral member of the Fiscal Office and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Establish new vendor information into accounting software system in accordance with La Casa de Don Pedro's accounting policies.
- Manages accounts payable using accounting software and other programs for La Casa de Don Pedro and separate entities.
- Reviews accounts payable invoices and confirms correct accounting general ledger codes were used.
- Archives accounts payable checks.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Facilitates payment of vendors, which may include verification of federal ID numbers, and reviewing purchase orders.
- Identify and resolve any discrepancies between purchase orders and invoices.
- Management and reconciliation of multiple credit card accounts.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Generates accounts payable, accounts receivable and trace reports as requested.
- Reviews purchase requisition request and ensure obligations are credited to correct general ledger code and within budgetary constraints.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Records entry of, verifies documentation for, and distribution of petty cash.
- Process all vendor invoices and analyze vendor accounts and create invoices according to company practices.

- Assists Accountants with reconciling revenue accounts each month.
- Prepares, posts, verifies, and records vendor payments and transactions related to accounts receivable.
- Act as primary back-up to Procurement during absences.
- Establishes and maintains relationships with new and existing vendors.
- Ensures bills are paid in a timely and accurate manner while adhering to company procedures.
- Processes transactions and performs accounting duties such as account maintenance, recording entries and reconciling books of accounts.
- Administer and observe the organization's office operations, policies, and procedures.
- Process 1099 forms on a yearly basis.
- Other duties may be assigned to meet business needs.

Educational, Required Skills and Experience Requirements:

- Associates degree with two years of accounts payable or accounting experience or high school diploma with three years of Accounts Payable or Accounting experience.
- Certified Accounts Payable Professional (CAPP) certification preferred.
- Ability to maintain confidential and accurate records.
- Must be able to multitask and work in a demanding environment.
- Excellent organizational skills and attention to detail.
- Effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite and able to learn new accounting software systems.
- Ability to work independently and in a team-oriented environment.
- Must be able to type 45 wpm.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Required to lift up to 15 pounds.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Non-Exempt
- **SOC code:** 43-3031
- **Reports to:** Controller
- **Schedule:** Monday – Friday; 9:00 am – 5:00 pm
- **Compensation:** \$29.76 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Accounts Payable Specialist”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.