



Company Name/Location: PEP Housing/Santa Rosa, CA
Job Title: Accounts Payable Specialist
Position Type: Full Time, Non-Exempt
Pay Range: \$24-26/hr., DOE
Location: Corporate Office and PEP Properties
Website: www.pephousing.org

About the Company

PEP Housing is in its 44th year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

Position Summary

The Accounts Payable Specialist (APS) assists the department in all areas of accounting and provides backup to staff as needed.

Principle Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process invoices, ensuring coding of transactions are accurate and invoice aligns with related contract; ensure invoices and payments are input in accounting system.
- Review and process credit card transactions, ensuring compliance with organization expenses policies.
- Complete vendor onboarding and maintain the integrity of vendor files and documents, i.e., W-9s, to ensure compliant, complete, and accurate information.
- Resolve internal and external invoice and payment inquiries, including communicating the resolution of discrepancies to appropriate persons.
- Answer queries and complaints from vendors with respect to payment status and diffuse any potential issues.
- Assist in month-end close process, including preparing month-end accruals for invoices received but not approved and gathering information for accrual estimates.
- Assist with annual tax filing Form 1099s and other projects as assigned.
- Prepare accounts payable reports as required by management.
- Document the AP process and update new policies.
- Ensure strict confidentiality and privacy of financial records as they relate to the organization and its business partners.
- Additional information on job description.



Education, Skills and Experience

- Minimum of three years' experience working in accounts payable required.
- Bachelor's Degree in accounting or related area of study.
- Experience with Yardi and Sage accounting software required.
- Experience using Microsoft Office products, including Word and Excel.
- Ability to multi-task; excellent organizational and planning skills; self-motivated; able to work independently, cross-functionally, and collaboratively.
- Ability to adapt efficiently and effectively in response to new processes and changing circumstances.
- Solid oral and written skills required.
- Team player with initiative and self-motivation.
- Additional information in job description.

Qualified candidates can apply by emailing resumes to sharonr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference, and background checks.

COVID-19 considerations: PEP Housing requires its employees to be fully vaccinated.