



**San Gabriel / Pomona
Regional Center**

Vendor Payment Specialist - Fiscal Services

Full Time, Non-Exempt

Salary Range- \$19.25- \$32.13

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

Position Description:

This position is under the direction of the Fiscal Services Manager, the primary responsibility of this position is to process a high volume of accounts payable functions on a computerized system, under a strict time schedule. This Vendor Payment Specialist embraces principles of continuous improvement as an agent of positive change and is an advocate for expanding the choices of individuals served and advising Managers where adjustments are needed to support the Service Coordinator function as a method to help individuals served achieve their goals, and dreams in an inclusive society of endless opportunities.

Essential Job Functions:

- Review and reconcile invoices to be paid
- Check attendance records and other supporting documentation
- Input and batch invoices for payment
- Review, edit and post reports
- Call up cash requirement reports
- Process electronic fund transfers, and checks
- Code and input purchase authorizations into the system
- E-mail large number of documents
- Receive all vendor inquiries regarding accounts payable issues and facilitates resolution of issues.
- Other duties as required

Employment Standards

High School Diploma and one year of entry level college courses and two years' experience in accounts payable or general bookkeeping on a computerized system.

Knowledge and Abilities:

Knowledge of accounts payable terminology, practices and procedures and electronic data processing as it relates to accounting. Ability to follow internal procedures; interpret and apply governmental regulations and the Regional Center's policies and procedures to billing issues. This position requires the ability to handle heavy phone contact daily, with various agencies and parent vendors.

Other Essential Requirements:

A valid Driver's license, reliable transportation and minimum liability insurance coverage is required.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into a manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.