



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Finance Project Manager - Temporary

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

The position will oversee the implementation of an accounts payable invoice approval and payment automation system(s). You will identify and evaluate vendor product offerings that provide systematic AP approval and payment workflows, work with project team members to select final product(s) and implement selected product(s) so that it is integrated with our ERP system.

Responsibilities

- Investigate available AP automation products
- Identify system and user requirements for AP invoice approval and payment automation
- Evaluate vendor products to align with system and user requirements
- Provide product demonstrations and solicit user feedback
- Map system processes to ensure smooth workflow
- Make recommendation for product selection based upon user feedback and best practices
- Manage implementation/installation of selected product
- Provide product training to system users
- Manage 3rd party programming for ERP interface between AP invoice approval product and ERP

This job might be for you if:

- You have previous project management experience
- You have IT systems implementation experience

CURTNER CENTER

750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER

4001 North First Street
San Jose, CA 95134
T 408-266-8866
F 408-266-9042

BING CENTER

1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

Reports To:	Financial Analysis and Cost Manager
Location:	Curter Distribution Center – 750 Curtner Avenue, San Jose Ca 95125
Compensation:	Competitive compensation commensurate with experience.

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

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