

Position Descriptions

Job Title:	Accounts Payable/ Accounts Receivables Specialist		Date:	September 21, 2022	
Department:	Business Office		Last Updated:	September 2022	
Reports To:	Business Mgr.				
Status:	<input checked="" type="checkbox"/> EXEMPT	<input type="checkbox"/> Non-Exempt	Classification:	12 months	
	<input checked="" type="checkbox"/> FT	<input type="checkbox"/> PT			

POSITION SUMMARY: The Accounts Payable/Receivables Specialist performs accounting, clerical and administrative tasks related to the efficient maintenance and processing of accounts payable transactions. This position is also responsible for the accurate management and accounting of all money received at the Academy.

MISSION AND CORE VALUES: The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPAL RESPONSIBILITIES:

- Responsible for the full processing of accounts payables including: checks for purchases, staff reimbursements, petty cash usage, and resolve issues and queries.
- Enter invoices and sub-ledger data entries accurately, and ensure timely payment and reconciliation of invoices. Reconcile, manage, and organize all supporting accounts payable documentation.
- Processes remote deposits into bank account, verify deposits, transmit to bank and record in the sub-ledger. Manage and organize all cash receipts, remote deposits, and accounts receivable supporting documentation.
- Prepare and establish general office supply orders.
- Monitor that purchase order policies are being followed, to include checking for required signatures and proper documentation.
- Maintain ACH schedule in coordination with the Business Manager.
- Reconcile monthly credit card expenses to receipts and expense code for account system loading.
- Reconcile and close Accounts Payable monthly.
- Procure and maintain W-9s from all vendors to ensure proper payment information.
- Assist with preparation and participate in the annual audit processes.
- Additional duties as assigned or requested.

JOB REQUIREMENTS:

- Minimum 3 years' experience. College coursework in accounting a plus.
- High School diploma or equivalent required.
- Must be proficient in Excel and Microsoft Word
- Excellent Communication Skills and Attention to Detail.
- Experience with Blackbaud Financial Edge a plus.
- Able to work independently and in a team environment.
- Full time – No Remote Work