

Accounts Payable Specialist

General Description: The position requires knowledge of how accounts payable ties into the general ledger, a solid understanding of the disbursements cycle, and working knowledge of day-to-day accounts payable operations.

Responsibilities:

Work closely with the schools and client central office to ensure the accurate and timely processing of all invoices.

Foster positive working relationships between the vendors and school staff.

Ensure proper coding in accordance with the chart of accounts.

Enter accounts payable transactions into accounting system.

Process check runs and the set up of new vendors.

Resolve accounts payable issues with vendors.

Assist in month end close including identifying necessary accruals.

Assist with payroll processing.

Assist with annual audit and meeting other statutory requirements.

Take on special projects.

Qualifications:

Education: Bachelor's Degree in Accounting or related field Preferred.

Preferred skills and work experience:

- o Working knowledge and experience with QuickBooks strongly preferred.
- o Experience in Microsoft Excel, Access, Word, and Office.

Ability to work on multiple tasks and prioritize in order to meet deadlines.

Excellent attention to detail.

Strong verbal and written communication skills.

Ability to provide professional and courteous service.

Experience and judgment to plan and accomplish goals.

Ability and willingness to work overtime as necessary to meet deadlines.

Physical Requirements:

Ability to stand, sit and move between workstations, read monitors and paperwork, write on flip charts, set up audio-visual equipment, and use telephone and keyboard.