

ACCOUNTS PAYABLE BOOKKEEPER

The Accounts Payable Bookkeeper shall report to the Director of Accounting Services. This is a full-year position and is applicable to vacation and paid leave according to Central Office support staff agreement.

QUALIFICATIONS

- Degree in Accounting or related area.
- Experience in accounts payable/bookkeeping.
- Excellent communication skills, both verbal and written.
- Experience with computerized accounting software.
- Skill in the operation of standard office machinery including personal computer, ten key adding machine, typewriter, FAX machines, copy machines, etc.
- Such alternatives to the above qualifications as the Director of Accounting Services may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES

- Prepare and process all vendor invoices for payment.
- Processing of monthly general fund check run.
- Prepare manual checks as needed.
- Process conference registrations and related payments for all employees.
- Process all aspects of the purchase order procedures.
- Prepare and process weekly check runs for the Student Activity Fund.
- Prepare and process weekly check runs for the Athletic Fund.
- Prepare and process check runs for the Hot Lunch Fund.
- Maintain bank records, including reconciliations, for Student Activity Account, Athletic Account, and Hot Lunch Account.
- Prepare financial accounting batch entries for Student Activity Fund, Athletic Fund, and Hot Lunch Fund.
- Cross train in the area of Payroll/Human Resources.
- Provide backup when necessary on telephone and reception duties.
- Other duties as deemed appropriate by the Director of Accounting Services.