**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.