



# St. Theodore Guerin High School

Noblesville, IN

## Accounts Payable and Reporting Specialist

**Reports To:** Director of Accounting

**FLSA Status:** Non-Exempt

**Prepared Date:** 4/10/2017

**Summary:** A highly-detailed individual responsible for helping to control expenses by processing all invoices received for payment and for undertaking the payment to creditors in an accurate, efficient and timely manner. This person will also be responsible to create and coordinate the preparation and release of internal financial and management reports to department heads.

### Essential Duties:

1. Process documents pertaining to bills for payment, including check requests, purchase orders, reimbursements, invoices, packing slips, etc.
2. Interact with department directors to ensure accuracy of payments.
3. Perform weekly check run on the last work day of the week for invoices and check requests.
4. Maintain fixed asset inventory in the fixed asset management database, reconciling to General Ledger; tag assets with serial numbers; administer annual physical fixed asset inventory.
5. Reconcile Accounts Payable, Prepaid Expenses, Construction in Progress, Accumulated Depreciation and related accounts to the General Ledger monthly and at year-end for internal review.
6. Allocate postage and referee expenses to appropriate General Ledger accounts.
7. Draft monthly financial reports for review by Director of Accounting, including variance analysis.
8. Prepare required reconciliations, supporting documentation, and explanations for annual external audit.
9. File Accounts Payable documentation for future reference.
10. Determine appropriate posting of expenditures to appropriate General Ledger accounts and projects to ensure accurate reporting.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:** *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Attention to detail; very organized
- Knowledge of accounts payable
- Strong computing skills, including the ability to operate computerized accounting, spreadsheet and word processing programs
- Strong interpersonal/customer service skills; ability to communicate effectively with others; demonstrated collaborative skills
- Able to prioritize work and multi-task in a fast paced setting
- Willing to take on new projects and be flexible
- Possess the skill to creatively solve problems and propose solutions with minimal direction



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### Education/Experience:

- Bachelor's degree in Accounting
- Minimum of 5 years' experience in Accounts Payable
- Experience with Blackbaud Financial Edge software is a plus.
- Microsoft Office suite of products, including Microsoft Excel and Microsoft Word
- Not-for-profit Accounting experience, including fund accounting reporting, is a plus.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to move about the work environment
- While performing this job, the employee is regularly required to talk or hear
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Visual acuity to see computer screen
- Able to occasionally lift and/or move up to 30 pounds
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.

**To Apply:** Please submit a current resume and a cover letter electronically through [apply@guerincatholic.org](mailto:apply@guerincatholic.org). No telephone calls please. Review of application materials will begin immediately and continue until the position is filled.



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