

SMCHS is seeking a Full-Time Accounts Payable Coordinator

Primary Function: This position is accountable for processing the school and custodial payable operations of Santa Margarita Catholic High School including:

- Maintaining and enforcing the Purchase Order system.
- Processing invoices, reimbursements and manual checks for online bill payments.
- Maintaining vendor records and eligibility requirements using Compliance Depot.

Functions include:

Daily

- Review for compliance with policy, issuing and processing purchase order (PO) requests from faculty, staff and coaches.
- Receive and Date Stamp invoices into the Business Office.
- Process Invoices for payment, matching purchase order and packing slip where applicable. Invoices with full support are expected to be processed in Financial Edge within 48 hours of receipt. Invoices without a supporting purchase order should be researched and followed up on to obtain the proper support/approvals.
- Process check runs once per week, ensuring proper approvals are obtained.
- Review vendor statements; research items that are not paid or in the process of being paid.
- Manage the Business Office and Off-Campus credit card receipts, and input all data items

Monthly

- Review and verify open purchase orders with departments.
- Review Aged Accounts Payable at month-end; reconcile to General Ledger.
- Review any unresolved vendor and/or invoice issues.

Annually

- Close out old fiscal year files; prepare for audit.
- Close out PO's from old fiscal year.
- Prepare 1099's for vendors (by January 31).

Qualifications:

- Associates degree in accounting
- 2-3 years Accounts Payable experience
- Strong work ethic
- High degree of attention to detail and accuracy
- Strong organizational and time management skills
- Ability to multi-task and prioritize
- Professional attitude with both employees and vendors
- Ability to communicate effectively
- Microsoft Excel and Word proficient
- Blackbaud Financial Edge proficiency preferred
- School experience preferred

Work Schedule: Full time, twelve-month, 40 hours per week, Hourly Non-Exempt position with benefits as outlined in the Employee Handbook. Work hours 7:00 am – 3:30 pm.

Interested candidates must submit a SMCHS Classified Application and a resume (application can be found at www.smhs.org) to:

Pat Mollica, Director of Human Resources
mollicap@smhs.org

Candidates who do not submit both an application and resume will not be considered for employment.

SMCHS is an Equal Opportunity Employer