



## **Accounts Payable Specialist** (part-time)

*Tilton School, located in the Lakes Region, is an independent, co-educational, college preparatory school, serving the educational market since 1845. Tilton's campus has over 38 buildings on 140+ acres and spans two towns. Tilton's student body of 260 hails from over 22 states and 18 foreign countries. Although the Tilton experience is different for every student, it challenges all students to try new things, learn new skills, and set new goals.*

Tilton School seeks a part-time, year-round Accounts Payable Specialist to fully support the functions of the school's Business Office operations. Reporting to the Controller, the essential functions and responsibilities of this role are as follows

### **Duties and responsibilities**

#### **Accounts Payable**

- Perform all Accounts Payable functions; maintain invoices, requests for payment, including seeking necessary approvals for payment, handling vendor inquiries, recording ACH payments;
- Manage credit card purchases and assist employees in procurement with the school's credit card processing system
- Prepare reconciliations and reports for annual school audits

#### **Other Business Office Functions and Responsibilities**

- Assist with School Store functions, inclusive of inventory when necessary
- Assist with customer service desk inquiries and requests
- Assist with daily mail distribution and phone reception

### **Required experience and qualifications**

- Proficient to expert processing using Accounts Payable software
- Proficient to expert using Microsoft Excel and Word
- Strong analytical and mathematical skills
- Effective, positive, and professional customer service and interpersonal skills
- Detail oriented with strong organizational, time management, and multi-tasking skills
- Demonstrated knowledge of accounting cycle to assist with financial statement preparation
- Ability to maintain confidentiality
- Ability to work independently and as a member of a small team
- Flexible and adaptable in dealing with new or changing requirements
- Prompt and dependable
- Previous work in educational setting and/or nonprofit experience a plus
- Associate Degree in Business Management/Accounting or related field required.
- Three to five years of demonstrated accountancy work necessary.
- Successful criminal background history required

The position currently scheduled for 30-32 hours per week. Flexible schedule considered within normal Business Office operations, Monday through Friday, 8 a.m. – 4:30 p.m. Full benefit package provided.



TILTON  
SCHOOL

*Igniting a passion for lifelong learning*

**To apply**

Please send a letter of interest and resume to [employment@tiltonschool.org](mailto:employment@tiltonschool.org) with “**Accounts Payable Specialist**” in the subject line. For information about Tilton School, please visit our website at [www.tiltonschool.org](http://www.tiltonschool.org)

*At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.*