



JOB POST: Accounts Payable/Accounting Clerk

Accountability: The individual in this position reports formally to the Chief Financial Officer (CFO) and takes daily direction from the Assistant Finance Director (AFD).

Job Requirements

This position requires an individual with:

- Experience and demonstrated competency with computerized accounting systems
- The ability to work independently with a high degree of accuracy
- Excellent interpersonal and communication skills
- The ability to work productively within a team environment
- Complete understanding and respect for the extremely confidential nature of Finance Office business
- The ability to foster and maintain relationships with external vendors

Performance responsibilities

Tasks for this position include but may not be limited to:

- Preparing scheduled payments of invoices and check requests
- Accepting and processing funds for deposits
- Handling accounts receivable
- Processing accounts activity related to the daily school nutrition program (“school lunch”)
- Maintaining all vendor files, and resolving billing issues with vendors
- Preparing year-end reports
- Cooperating with the external auditor, providing relevant documentation for accounts payable
- Reconciling various student activity accounts with faculty, coaches and student activity advisors
- Reviewing and reconciling school credit card accounts
- Completing other tasks and projects as assigned

Qualifications:

- Experience and/or training in business accounting
- Associate’s or bachelor’s (preferred) degree in accounting/related field, or comparable work experience

Compensation

- Salary commensurate with education and experience

- Generous benefits package including health, dental, vision, and life insurances, paid vacation and sick leave, 403(b) plan

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed “Non-instructional Staff” application form (available for download [online here](#))
- College transcript (an unofficial/student-issued copy is sufficient, though an official copy may later be requested)
- Contact information for three work-related references
- Evidence of current/active CHRC certificate (required by Maine law)
 - This certification may be pursued later in the hiring process but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website [here](#))

All materials should be submitted electronically to susan.tarver@thorntonacademy.org. Please note “Applicant: Accounts Payable Clerk” in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

*The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*