

Accounts Payable and Expense Manager

Job Title: Accounts Payable and Expense Manager
Department: Accounting and Finance Office
Reports to: Kristen Kral, Assistant Head for Finance & Risk Management
FLSA Status: Exempt
PDS Status: Staff, full-time, benefited, 12-months,

Providence Day School is seeking an experienced Accounts Payable and Expense Manager. The Accounts Payable and Expense Manager is responsible for all of activities and compliance related to the School's accounts payable, invoices, expense vouchers and school wide purchase card program.

This position reports to the Assistant Head of School for Finance & Risk Management and works closely with the Controller. This individual must have expert proficiency in customer service and value close working relationships with team members. Providence Day School is committed to actively cultivating an equitable and inclusive environment where community members experience a strong sense of belonging. The Accounts Payable and Expense Manager will be committed to working with individuals from diverse academic, age, socioeconomic, cultural, ability, religious, gender, and ethnic backgrounds.

Primary essential duties and responsibilities include, but will not be limited to, the following:

- Responsible for timely and accurate processing vendor invoices, employee expense reimbursement, purchase and credit card payments
- Set up new vendors in accounting system with proper documentation including W9 and EFT payment information
- Ensure proper approval and general ledger coding when entering invoices, expense reports, purchase card into the accounting system
- Payment of vendors invoices according to payment terms via EFT and/or check
- Maintain accounts payable register for accuracy and reconcile to general ledger
- Electronic filing of invoices, expense reports
- Respond to vendor inquiries on a timely a basis
- Assist employees with questions regarding invoice processing, expense reimbursement and purchase card
- Investigate and reconcile invoice and expense report discrepancies
- Produce scheduled monthly reports pertaining to accounts payable and expense analysis including Budget Manager reports
- Assist Controller in audit preparation
- Fulfill all governmental regulatory mandates and ensure filings are performed as required, including annual 1099 and 1096 reporting
- Implement and maintain payable and expense management best practices to improve efficiency
- Evaluate and implement accounts payable, expense management and credit/purchase card system upgrades and changes

Other work responsibilities:

- Oversee duties and responsibilities of part-time accounting department assistant with Controller
- Work with Assistant Head of School on Professional Development requests, approvals, reimbursement and analysis
- Assist Controller with account reconciliations as requested
- Assist in office management shared duties including outside vendors (Xerox, Pro-shred, Record Management etc.)
- Ensure compliance with school policies and procedures and local, state and federal regulations.
- Maintain current knowledge and experience in accounts payable and expense management
- Ability to assist the Controller with month end closing reconciliations
- High level of professionalism, confidentiality and etiquette in all communications (email, phone, video and in-person).
- Part of the School safety and security team during required fire, tornado etc. drills
- Perform additional duties and responsibilities as may be required.

Qualifications

- Bachelor's Degree with Business or Accounting focus preferred
- Minimum of 5 years accounts payable experience with demonstrated increases in responsibilities and change management
- Strong understanding of accounts payable, expense control and accounting terminology
- Attention to detail and accuracy essential
- Analytical skills and ability to create useful and actionable reports from data
- Strong interpersonal and communication skills, both oral and written to handle sensitive and confidential situations
- Proficient at Google G-suite and MS Office suite
- Experience using Blackbaud FE/FE NXT or similar accounting/accounts payable software a plus

Application Process: Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be emailed to:

PDS.acctspayable@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).