



POSITION POSTING ACCOUNTS PAYABLE COORDINATOR

Open Immediately

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, find and use their distinctive voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

The Accounts Payable Coordinator ensures efficient fulfillment of the Academy's financial obligations. Responsibilities include maintaining vendor information in Blackbaud's AP module, distributing invoices through PaperSave, and processing payments via Paymerang. Acting as a Program Administrator for corporate credit cards is also expected. The role demands accuracy, adherence to policies, and alignment with accounting practices. Reporting to the Accounting Manager, this position offers financial, administrative, and clerical support.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Manage vendor information and activity in Blackbaud's AP module.
- Distribute invoices using PaperSave and process payments via Paymerang.
- Maintain accurate financial records following company policies and accepted accounting practices.
- Validate and update vendor files, encouraging Paymerang enrollment.
- Review and distribute invoices, ensuring authenticity and cost-saving opportunities.
- Monitor accounts payable aging, prioritize payments, and optimize discounts.
- Foster positive vendor relationships and handle inquiries.
- Process and verify travel expenses, disbursing reimbursements (Petty cash, manual in-house checks, and third party payment processor).
- Support corporate credit cards, monitor and post transactions. Ensuring compliance with policies
- Collaborate with the Accounting Manager for Positive Pay.
- Assist with month-end closing, reconciliations and annual audit.
- Prepare reports and analyses for audits.

- Manage annual vendor Misc-1099 and tax forms.
- Provide backup support for other payable functions (Capital and endowment).
- Ensure confidentiality of financial and employee/vendor files.
- Support streamlining of AP processes.
- Assist with various accounting tasks as required.

QUALIFICATIONS

- Preferred: Bachelor’s degree in Accounting, Finance, or Business Management.
- Minimum of 3 years in accounts payable or accounting processes.
- Proficiency in Microsoft Office and Google Suite, especially spreadsheets.
- Strong attention to detail, data entry, and reporting skills.
- Analytical, problem-solving, and decision-making abilities.
- Excellent communication, negotiation, and organization skills.
- Experience with Blackbaud is a plus.
- Ability to manage multiple tasks, adapt to change, and meet deadlines.
- Must be able to work collegially, be committed to working in a diverse community; have experience working and communicating with diverse populations; enjoy working with young people in a boarding school environment

HOURS

Full-Time, non-exempt position. Typical hours are no more than 25 hours per week and no more than 30 hours per week during peak times; May thru October. The total hours might not exceed 1,560 hours. Work from home is available during certain times of the year.

BENEFITS

Benefits are available with this position

PHYSICAL DEMANDS

- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment.

WORK ENVIRONMENT

The successful candidate will be flexible, enthusiastic, hardworking, and responsible, and will enjoy a very busy work environment in which he or she will meet people on a daily basis. The Governor’s Academy is a non-smoking campus.



To apply for the Accounts Manager Coordinator position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

THE GOVERNOR'S ACADEMY
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