

**St. Mary's Academy
Employment Posting for Administration**

Job Position: Accounts Payable Specialist

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking an Accounts Payable Specialist to work in the Business Office. The position will own the full end-to-end AP process including invoices and related payments for all goods and services necessary for the basic operation of the school. In addition, the position is responsible for accounts payable, cash receipts, petty cash, cash boxes for events, an daily banking. This is a full-time, 12-month, exempt position reports to the Director of Finance.

Major Duties and Responsibilities:

- Process invoices and reimbursements in the accounts payable software insuring that all paperwork has appropriate coding and approvals;
- Process accounts payable payments within vendor terms;
- Maintain and reconcile school credit card accounts on a monthly basis;
- Provide cash boxes as requested for various events, providing appropriate controls of the transfer of cash;
- Process cash receipts for deposit;
- Provide petty cash reimbursements and reconcile to the general ledger monthly;
- Make deposits as necessary with desktop deposit. Take deposits to the bank, as necessary;
- Prepare annual vendor 1099's and 1096;
- Obtain insurance certificates from broker;
- Other duties as assigned; and,
- Adhere to and support the mission of St. Mary's Academy.

Other Responsibilities:

- Ensure compliance with company policies while conducting daily processes and controls accurately and on time;
- Process weekly check runs and check void requests;
- Maintain proper storage of invoices, checks, and other documents by organizing, logging, scanning, and filing them;
- Manage the process of verifying, recording, and mailing checks, including expediting special handling;
- Monitor the Accounts Payable inbox daily to ensure that all invoices and credit memos as well as other vendor communication are properly addressed;
- Handle all vendor correspondence regarding payment status;
- Reconcile vendor account statements;
- Issue resident refunds and follow up on returned checks, ensuring appropriate back up documentation is included;
- Vendor setup and maintenance;
- Includes collecting required documentation such as W-9's and certificates of insurance (COI's);
- Actively manages and maintains COI tracking, follows up with vendors regularly for renewals, and ensures payments are not issued to vendors with expired certificates;
- Prepares year-end 1099 Forms; and,
- Keep track of all company credit card spending, performing monthly reconciliations and matching of support documentation to assist with inter-departmental invoicing.

Qualifications/Requirements:

Education and qualifications should include the following:

- Associate degree required; Bachelor's degree preferred
- Prior Accounts Payable experience
- Prior experience in Sage Accounting software preferred
- Strong organizational skills with a high level of attention to detail
- Strong computer skills, including experience with spreadsheets, accounting software and Microsoft Office applications
- Ability to work independently and as part of a team

Salary/Benefits:

The salary range for this full-time, 12-month, exempt position is \$50,000 - \$58,000. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter and resume to Bob Capstick, Director of Finance, at bcapstick@smanet.org. The posting closes on June 21, 2024.