



Position Title: Accounts Payable Manager
Position Status: Full-Time
FLSA Status: Exempt
Reports To: CFO

Position Purpose

The Accounts Payable Manager manages systems to process purchasing approvals and pay bills on time. This position starts on July 1, 2025, though it may start sooner.

Essential Functions

- Reviews purchase order requests, check requests, approved invoices, and new invoices.
- Distributes invoices to faculty and staff for approval and coding, including reviewing for appropriate supporting documentation, reviewing for applicable approvals, and following up on invoices not returned for payment within a reasonable timeline.
- Processes check requests and purchase order requests.
- Manages purchasing card system.
- Manages employee credit card bills for proper documentation and timeliness.
- Optimizes the Blackbaud Accounts Payable system.
- Maintains favorable vendor relations and follows up with appropriate parties.
- Maintains files for 1099 vendor reporting and generates all applicable regulatory reporting within timelines.
- Maintains paid invoice files.
- Prepares accounts payable-related reports for year-end audit and CFO.
- Manages all Professional Development requests and funds and applies to outside agencies for funding.
- Manages all petty cash disbursements and cash box transactions.
- Other duties as assigned by the Chief Financial Officer or his delegate.
- Runs monthly budgets for all departments and is responsible for answering any questions.
- Prepares monthly closing entries.
- Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

Qualifications

- BS in Accounting or related field, or at least 3 years of experience in the financial work environment
- Excellent organizational and time management skills.
- Sensitivity to confidential information.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Strong computer skills with experience in the use of web-based applications.
- Ability to use essential office equipment.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods.
- Be able to lift up to 20 lbs occasionally.
- Work primarily in a traditional climate-controlled school environment.
- Able to move around an office and other school environments.

Application Procedures

To be considered, candidates must upload a cover letter, resume, and information for three professional references through our online platform. Please follow this [link](#) to apply.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.