



Accounts Payable Associate

Notre Dame High School, Belmont (NDB) is an independent Catholic college preparatory school for young women dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. We seek a dedicated and experienced Accounts Payable Associate to join our finance team. The successful candidate will ensure that all accounts payable processes are completed accurately and on time, process large volumes of invoices and expense reports, demonstrate a strong work ethic, and embody the qualities of a team player. This is a part-time, 12-month non-exempt position with a weekly schedule of 18 hours.

Essential Duties and Responsibilities

- Set up new vendors in the financial system and ensure the W9 information is accurately entered into the system to process 1099 forms at year-end properly.
- Match all purchase orders to invoices.
- Review all invoices/expense reports for proper documentation, GL account coding, and approval before payment processing.
- Prepare all checks and ACH bank drafts, match invoices to checks, obtain all check signatures, and distribute checks.
- Prepare analysis of vendor accounts, as required.
- Reconcile vendor statements and research and correct discrepancies.
- Maintain good relationships with vendors, answer all vendor inquiries, and ensure our accounts are in good standing.
- Maintain all accounts payable reports and respective vendor payable files.
- Review the AP aging report monthly and follow up on all outstanding payables over 30 days.
- Match the AP aging report to the accounts payable general ledger balance monthly.
- Prepare and report 1099s to IRS and vendors at year-end.
- Manage and reconcile school credit card balances and payments.
- Work with facilities on maintaining school vehicle registrations, gas & maintenance receipts.
- Review and follow up with outstanding checks, and report unclaimed property.
- Maintain office supply inventory and order as needed.
- Manage postage & coffee/water machines and staff coffee/tea supplies.
- Obtain ABC License (Alcoholic Beverage Control) for fundraising events.
- Ensure all reporting deadlines are met.
- Assist in the annual audit, prepare all required AP schedules, and pull files for the auditors.
- Assist with special projects as needed.



Job Skills and Requirements

- 3+ years of previous accounts payable & 1099 experience.
- An AA/college degree with accounting courses is preferred.
- Must be a team player who can work collaboratively and cooperatively as part of the Finance team.
- High level of attention to detail.
- Strong work ethic.
- Strong independent problem-solving skills, documentation, research, and resolution skills.
- Ability to multitask and handle multiple assignments at once.
- Effective written and verbal communication skills.
- High level of sensitivity to the need for confidentiality in all financial matters.
- Proficient in Microsoft platform (Excel, Word) and Google Workspace (Mail, Drive, Sheets, Docs).
- Blackbaud Financial Edge experience preferred.

Benefits/Salary

This position is not eligible for benefits. Salary is based on education and experience.

Full-time and regular part-time classified staff members are entitled to paid vacation and sick time as specified in the Faculty and Staff Handbook.

Interested candidates should submit a resume and cover letter through the EdJoin.org website:

[Jobs - Notre Dame High School - Belmont | EDJOIN](#)