Job Title:	Accounts Payable Specialist
Department:	Finance
Reports to:	Director of Finance
Date:	11/11/26

Job Status:

Exempt ☐	Non-Exempt X
Full-time X	Part-time ☐

General Summary

What is the primary purpose of this position?

The Accounts Payable Specialist at St. Francis Catholic High School is responsible for processing accounts payable transactions, maintaining accurate financial records, and ensuring timely payment of invoices. The Accounts Payable Specialist supports miscellaneous cash receipts and deposits. This role coordinates vendor relationships, serving as a liaison with vendors. The Accounts Payable Specialist is responsible for contract administration, including tracking contracts, securing hold harmless agreements and certificates of insurance. This is a full-time, non-exempt position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Accounts Payable

- Receive, review, and process vendor invoices for accuracy, proper approval, and coding.
- Enter and maintain account payable transactions within the accounting system.
- Match invoices with purchases orders, receipts, and supporting documentation.
- Prepare and process weekly, bi-weekly, or monthly payment runs, including checks, ACH, and wire transfers.
- Reconcile vendor statements and resolve invoice discrepancies in a timely manner.
- Maintain positive relationships with vendors and respond to payment inquiries.
- Monitor accounts to ensure payments are made according to school and diocesan policies, procedures and agreed-upon terms.
- Assist with month-end and year-end closing activities, including accruals and account reconciliations.
- Reconcile monthly credit card statements.
- Maintain organized and accurate accounts payable records and documentation.

- Ensure compliance with school and diocesan policies, accounting standards, and internal controls.
- Prepare and process employee expense reimbursements.
- Assist with annual audits by providing requested documentation and supporting schedules.
- Research and resolve payment issues, duplicate invoices, and vendor concerns.
- Set up and maintain vendor records, including tax documentation such as W-9 forms.
- Generate accounts payable reports and provide information to management as requested.

Cash Receipts

- Process miscellaneous cash receipts for weekly bank deposit.
- Prepare deposit bags while strictly adhering to internal cash-handling policies.
- Coordinate pick-ups and drop-offs with courier service.

Contract Administration

- Review contractual arrangements, securing approval from Catholic Mutual Group.
- Obtain indemnification and hold harmless agreements from contractors as well as certificates of insurance.
- Obtain facility use agreements and a certificate of insurance from outside users.
- Coordinate insurance coverages for student activities and vehicles.

Other

- Perform other accounting, administrative, and departmental duties as assigned.
- Foster and support an inclusive learning environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Bachelor's degree in accounting, finance, or a related field preferred.

Job experience:

- 3-5 years of relevant accounting experience required. Experience coordinating contracts or vendor agreements preferred. Experience in education preferred.

Technical/Functional skills:

- Knowledge in computer applications related to the duties and responsibilities.
- Advanced spreadsheet and database knowledge; Blackbaud Financial Edge NXT preferred.
- Proficient in other software products including Microsoft Office Suite and Google Suite.

- Excellent organizational skills and attention to detail.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Professional demeanor and ability to communicate with vendors.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students.

Other Requirements:

- Other duties and special projects may be required as needed.
- May require weekend work prior to audit.
- An additional level of background check is required for this position.

Employee Signature: Date:

Supervisor Signature: Date:

HR Signature: Date: