



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT:

ACCOUNTS PAYABLE

Saint Ann's School, an independent, non-sectarian day school enrolling 1085 students in pre-kindergarten through high school, seeks support in its accounts payable functions. The ideal candidate will be qualified to manage all aspects of the accounts payable cycle and to assist the Controller in day-to-day tasks. We seek an individual with strong organizational skills and analytical thinking who is serious but with a capacious sense of humor, someone who possesses the ineffable qualities necessary to support a talented faculty and staff and a diverse community of students, families, and staff.

ABOUT SAINT ANN'S SCHOOL

Saint Ann's School is a leading independent not for profit school located in Brooklyn Heights, New York. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school.

RESPONSIBILITIES

- Responsible for the Accounts Payable and Purchasing Process
- Review of all invoices for appropriate documentation and approval
- Process vendor invoices ensuring proper account coding and approval
- Prepare checks
- Resolve purchase order, contract, invoice and payment discrepancies
- Prepare periodic journal entries, reconciliations, and account analysis
- Assist with monthly closing, quarterly analysis, and special departmental projects
Recommend changes to procedures to improve efficiency and accuracy



- Track capital expenditures, and provide appropriate documentation to the Staff Accountant, Student Billing
- Reconcile the employee education and professional development expenses to approvals
- Reconcile monthly credit card and online ordering invoices
- Assist faculty with ordering supplies for instructional and administrative departments as needed
- Verify vendor accounts by reconciling monthly statements and related transactions
- Manage vendor database and maintain updated W-9 and tax exemption forms, including annual 1099 filings
- Respond to all vendor inquiries in a timely manner

PROFESSIONAL REQUIREMENTS

- Degree in Accounting strongly preferred
- 3 – 5 years' experience in accounts payable or a related function
- Working knowledge and recent experience with Blackbaud strongly preferred
- Experience in independent schools and/or non-profit administration a plus
- High proficiency working with Microsoft Excel and Word
- High level of organization skills with an attention to detail and deadlines
- Think logically, make decisions and solve problems
- Maintain integrity and professionalism at all times
- Communicate effectively with all constituents in a school environment

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.



TO APPLY

Interested applicants should send a thoughtful cover letter and resume to egonzalez@saintannsny.org. Include “Accounts Payable” in the subject line.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.

