



## SAINT ANN'S SCHOOL

### STAFF ACCOUNTANT – ACCOUNTS PAYABLE

#### POSITION ANNOUNCEMENT

Saint Ann's School, an independent, non-sectarian day school enrolling 1,100 students in pre-kindergarten through high school, seeks a Staff Accountant managing and processing accounts payable and assisting with reconciliations as part of the month-end close and annual audit. We seek an individual with strong organizational skills and analytical thinking who is also able to work collaboratively with stakeholders at all levels in a friendly and supportive manner .

#### ABOUT SAINT ANN'S SCHOOL

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. With a faculty and staff numbering more than 300 and 1090 students, Saint Ann's is among the largest and most sought-after independent schools in New York City. Occupying space in eight separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts.

#### RESPONSIBILITIES

- Responsible for the Accounts Payable and Purchasing Process
  - Review of all invoices for appropriate documentation and approval
  - Process vendor invoices ensuring approval and proper account coding including: accounting period, division allocation, functional allocation, etc. Prepare payments to vendors and follow up on stale/ voided payments
  - Resolve purchase order, contract, invoice and payment discrepancies
  - Respond to all vendor inquiries in a timely manner
  - Manage vendor database and maintain updated W-9 and tax exemption forms, including annual 1099 filings



- o Verify vendor accounts by reconciling monthly statements and related transactions.
- Review and prepare employee reimbursements and ensure that payments are processed on employee payroll.
- Maintain and update policies and procedures for the Accounts Payable function. Recommend changes to procedures to improve efficiency and accuracy.
- Reconcile monthly credit card and online ordering invoices.
- Track capital expenditures, and provide appropriate documentation.
- Remit and monitor governmental reimbursement programs in which the school is enrolled.
- Reconcile and analyze the prepaid and accrual accounts on a monthly basis.
- Prepare periodic journal entries, reconciliations, and account analysis.
- Assist with monthly closing, quarterly analysis, and special departmental projects.
- Commitment to training stakeholders in policies and procedures. Ensure open lines of communication and strong partnership with managers. Work collaboratively with faculty, staff, and administrators to answer questions, respond to inquiries, and improve processes.
- Occasionally assist faculty with ordering supplies for instructional and administrative departments as needed

### **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 required
- Experience in independent schools and/or non-profit administration a plus
- Demonstrated skill in using MS Office, especially Excel
- 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.

### **APPLICATIONS**

Please e-mail a resume along with a cover letter to [PayablesPosition@saintannsny.org](mailto:PayablesPosition@saintannsny.org). Only applications with cover letters will be considered.



## **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.