



JOB DESCRIPTION

TITLE: Accounts Payable Coordinator
STATUS: Full-time (Exempt)
BENEFITS: Full Benefit Eligibility
REPORTS TO: VP of Finance & Facilities

Position Summary

The Accounts Payable Coordinator reports to and works closely with the VP of Finance and Facilities. Good interpersonal skills and the ability to juggle tasks are a must. It is necessary for this role to also work closely with the Bursar and, if necessary, to perform those functions in their absence.

Specific Responsibilities & Essential Functions

- On a monthly basis, prepare and post the following standard journal entries: Payroll distribution, fringe benefits, SIS activity, cafeteria revenue, DHC revenue, prepaid expenses.
- Review the campus store revenue and expenses, monthly
- Post invoices not paid on purchasing cards and prepare weekly check runs.
- Reconcile all deposits with general ledger cash accounts.
- Review and submit for payment all invoices for employees' fringe benefits. Maintaining Excel spreadsheets so that the College and employees' shares are correctly calculated.
- Reconcile all general ledger accounts relating to fringe benefits.
- Must submit 403B each pay period.
- Assist in annual audit as needed.
- Manage deposits for all non-tuition cash receipts scanning all checks for both tuition and non-tuition and making cash deposits.
- Posts electronic funds received and disbursed. Transfers funds as needed. Sends wires when requested.
- Collects all Purchasing card statements and audits for all receipts as well as posting of monthly activity
- Completes sales and use tax reports and unemployment payments monthly.
- Promote and uphold the college's Catholic Basilian institutional mission.

- Other duties as assigned.

Criteria & Qualifications:

- BS in business or directly related field is preferred but equivalent experience is acceptable.
- Minimum of three years experience working in an accounts payable department.
- Must be accurate, organized and have a strong attention to detail.
- Ability to handle confidential matters is necessary.
- A high level of personal integrity and ethics.
- Proficient in Microsoft Office.
- Ability to multitask and prioritize.

To Apply: Please submit your resume with salary requirements to jobs@manor.edu. If salary requirements are not submitted, resume will not be considered.

EOE