



# BROOKLYN FRIENDS SCHOOL

The Business Office has an **Accounts Payable Coordinator** position open for the 2017-2018 School Year. It is a 12-month position beginning July 1, 2017.

**Job Description:**       **Accounts Payable Coordinator**  
**Employment:**         **Full-time, Salaried**  
**Reports to:**           **Business Manager**

## RESPONSIBILITIES:

- Review all disbursement requests for necessary approvals and appropriate general ledger account numbers.
- Enter approved invoices; check requests and reimbursement requests into accounting system as items are presented. Apply early payment discounts from vendors when available.
- Manage vendor database and maintain updated W-9 forms and tax exemption forms.
- Handle internal and external inquiries in relation to purchase order, contract, invoice, or payment discrepancies.
- File and maintain purchase orders, invoices, and other disbursement documentation.
- Review Accounts Payable aging for delinquent accounts.
- Print checks on an as-needed basis, preferably weekly, or as directed.
- Obtain approval authorization from CFO or Business Manager to release checks.
- Submit Positive Pay report to bank.
- Perform the Accounts Payable month-end process.

## Additional Duties

- Receive, verify, and enter departmental credit card expenses in accounting software.
- Prepare GL entry to allocate monthly catering income to proper departments.
- Order certain supplies for the building and allocate cost by department.
- Make sure all Business Office forms are sufficiently available for employees.
- Petty Cash custodian and distributor of petty cash based on authorized requests.
- Prepare schedules for monthly review and year-end audit.
- Prepare and submit year end 1099's to vendors and Form 1096 to IRS.
- Perform additional duties as requested by the Business Manager and CFO.

## Qualifications

- Bachelor's degree in Accounting, Finance, or Business Management or at least two years equivalent experience.
- Experience in Accounts Payable with general accounting/bookkeeping skills.
- Demonstrated experience in Excel, Senior Systems or equivalent accounting software.
- Strong attention to detail, vendor relationships and data entry accuracy.
- Ability to manage multiple tasks and projects under the pressure of deadlines while remaining accurate and organized.
- A customer service orientation with strong oral and written communication skills.
- Pleasant and "can-do" approach to work and relationships with all constituencies.
- Highest regard for professionalism and ethical standards while adhering to school policies and procedures and confidentiality.

If interested please email your resume to:

[businessofficepositions@brooklynfriends.org](mailto:businessofficepositions@brooklynfriends.org)