



CHRISTIAN BROTHERS HIGH SCHOOL

Job Description

Job Title: **Accounts Payable Coordinator**
Reports to: Accounting Manager Job
Status: Non-exempt, Part-time

Christian Brothers High School is a four-year college preparatory high school founded in 1876 by the De La Salle Christian Brothers.

Summary of position: Provides support for departmental functions with specific responsibility for performing activities related to the accurate processing of authorized invoices. This is a part-time position at twenty hours per week. The specific hours and days worked are flexible.

Duties:

- Processes check requests and ensures that all invoices include appropriate documentation and approval
- Ensures that general ledger coding is correct
- Generates payments weekly, or more often as needed
- Prints and obtains signatures on all accounts payable checks
- Assist with annual audit
- Other duties as assigned by supervisor

Qualifications

Minimum three years relevant experience in a business office setting

Job Skills

- Microsoft Office Excel and Word
- Comfortable with computer software programs and new technologies
- Good written and oral communications skills
- Accurate and thorough, detailed-oriented
- Willingness to embrace the mission of the school and to participate in community gatherings and activities as scheduling permits
- Detailed-oriented

Working Environment

The work environment is representative of those an employee normally encounters while performing the essential functions of this job. The following physical demands may be required: extending periods of sitting, some lifting, carrying and significant fine finger dexterity. The employee may be required to travel from the Business Office, downstairs and across the walkway (exposed to outside weather conditions) to the Main Office.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested parties meeting the above qualifications should submit a resume and cover letter to hr@cbhs-sacramento.org by August 16, 2019.