



Prestonwood Christian Academy

Job Description

Position: Accounts Payable Clerk

Reports to: Sr. Director of Business

Category: Full Time, Salaried, Non-Exempt

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Manages all aspects of the Accounts Payable cycle, including Positive Pay, EFTs, generating and processing monthly payments
- Codes, processes (verifies proper approvals and supporting documentation), and prepares vendor invoices and check requests for payment
- Prepares checks for appropriate signatures
- Scanning and e-filing for all vendor payments, receipts, check requests, and/or invoices weekly
- Prepares audit workpapers as required
- Coordinates purchase order system, keeping track of numbering system, approvals and disbursement
- Maintains, collects and reconciles corporate credit card account to ensure proper supporting documentation and approvals
- Reconciles account detail with General Ledger (AR Other, AR Cash Advance, Prepaids, Accounts Payable)
- Assists Human Resources with auditing payroll
- Collects and files the required forms for all contract labor, including Form W-9s
- Prepares annual 1099/1096 tax forms for contract labor
- Prepares invoices and payments for PCAplus contract labor instructors
- Maintains good working relationship with inside customers and outside customers
- Demonstrates commitment to customer service and responds timely to requests from customers inside and outside the organization
- Demonstrates effective organizational skills and ability to meet strict deadlines
- Responds to changing technology
- Analyzes and exercises independent judgment concerning procedural and system problems and makes effective recommendations

- Provides administrative support to Senior Director of Business Administration
- Manages offsite storage of Accounts Payable and Human Resources Documentation
- Prepares and reconciles Minimester Cash Advances
- Other duties as assigned

Qualifications:

- Four-year college degree, with a concentration in accounting, or the equivalent obtained through training and experience
- Minimum two years experience working with Accounts Payable and Payroll in an accounting environment
- Proficiency in Microsoft products in Windows and Office family, especially Excel
- Knowledge of Blackbaud systems preferred
- Excellent organization, multi-tasking and time management skills
- High level of confidentiality
- Professional telephone and office etiquette
- Detail Oriented
- Prestonwood Baptist Church member preferred

Physical Requirements and Working Conditions:

- Repetitive motion of the wrists, hands and fingers due to typing and 10 key punch calculator
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to other workers and customers
- Ability to communicate effectively, even in stressful situations
- Sedentary office work with occasional lifting of up to 10 pounds
- Subject to frequent interruptions and frequent deadlines