



WCA EMPLOYMENT OPPORTUNITY

To apply, email your resume and cover letter to our Director of Finance, Anthony Masevice, at: tmasevice@westsideacademy.org

BUSINESS OFFICE ACCOUNTS PAYABLE SPECIALIST

PART-TIME

Under the direction of the Director of Finance, performs multiple duties related to the accounting functions of the school within established deadlines.

Duties & Responsibilities:

- Verifies and posts accounts payable and purchase-related transactions into the school's accounting system
- Reviews documents associated with check requests, invoices and other cash disbursements for proper endorsements and accuracy; resolves discrepancies before entering into records
- Calculates and prepares checks as needed, obtaining signature execution of same; processes vendor inquiries and makes any necessary modifications to accounts
- Oversees the school's purchase ordering process, providing direction and assistance to school administrative personnel responsible for ordering; pays invoices once goods are received
- Monitors petty cash funds, and performs needed reconciliations
- Maintains required vendor records, reports and files in an organized manner, according to established record retentions policies
- Monitors payables, analyzes/reconciles expense accounts and informs Director of any unusual activity
- Provides expenditure reporting information for school personnel, and prepares needed analysis to support the monthly close and the annual audit
- Maintains liaison with other school personnel to facilitate proper fiscal accountability of funds
- Performs other related duties as assigned

Qualifications:

- High School degree required, B.S. degree in Business or Public Administration preferred
- Understanding of bookkeeping procedures, and 1-2 years relevant experience
- Detail oriented with strong organizational skills
- PC literate, familiarity with financial software a plus
- Excellent communication and interpersonal skills, ability to work well in a team environment
- In agreement with our Statement of Faith