Position Title: **AP Coordinator**

Last Updated: April 2023

Reports To: Director of Finance

Status: Non - Exempt Permanent Full-time

Schedule: Fiscal Year; Monday through Friday; hours as determined by supervisor

Benefits: Full benefit eligibility

Growth &

Evaluation: Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our Essential Expectations provide the foundational aspects we require to work at FCS. These Characteristics of Professional Excellence establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

Summary

Description:

The role of the accounts payable coordinator is an integral part of the business office operation. This role is responsible for administering all aspects of the accounts payable cycle, including annual preparation of 1099 forms and year end audit procedures. The accounts payable function ensures the proper approval of expenses and timely payments to vendors.

Essential Functions:

Accounts Payable:

* Process purchase orders authorizing purchase. Verify purchase order requests on accounts that are over budget have required approval in advance by the account owner.
* Receive, verify, and process invoices for payments
* Prepare checks for signing and distribution including uploading to positive pay
* Provide reports to account holders upon request to assist in budget monitoring
* Research and respond to communications regarding invoices and/or discrepancies
* Prepare annual 1099s
* Maintain all files related to accounts payable including signed agreements
* Provide vendors documentation relating to school’s status as a 501(c)(3) not-for profit, tax exempt organization and complete credit applications as needed

Cash Receipts:

* Prepare deposits and provide to bank via physical delivery or remote deposit system to ensure timely credits and clearing of payer’s account
* Responsible for cash management for all on campus events, including preparing cash boxes, retrieving cash, and keeping accurate records
* Assist with online ticket sale platforms (GoFan, BookTix) and summarize data as needed

Additional functions:

* Understand and apply basic accounting principles
* Assist with reports and documentation as needed, especially for month and year end
* Provides analytical support as requested by other departments
* Coordinate credit card processing with vendor, summarize activity as needed and assist with PCI compliance
* Liaison with school organizations such as Booster Club, PTF, FAA, etc. providing training and support in purchasing policies, processes and systems as needed.
* Prepare and maintain athletic participant spreadsheet to assist with reporting and budgeting purposes
* Assist with processing charge sheets as needed

Additional Responsibilities:

* Have a personal relationship with Jesus Christ
* Possess outstanding character, integrity, and trustworthiness to successfully administer duties
* Agree and sign the Fellowship Christian School Statement of Faith
* Acknowledge and understand Fellowship Christian School’s Mission Statement
* Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
* Attend staff meetings
* Show support and high esteem for Fellowship Christian School
* Abide by and comply with the Fellowship Christian School Employee Handbook, policies, and regulations
* Make a constructive effort to protect all students from conduct detriment to learning, health or safety
* Other duties as requested or assigned per the Head of School, CFO/COO or Director of Finance

Qualifications:

* Three years accounting experience with knowledge of accounting principles and practices, BS Degree in Accounting preferred
* Working knowledge of basic accounting functions; previous accounting experience preferred
* Advanced knowledge of Excel with ability to use functions to manage large amounts of data
* Self-motivated and detail oriented
* Proficient with 10-key and data entry skills
* Experience with FACTS/RenWeb and Sage/Abila accounting software a plus
* Experience and judgment to plan and accomplish goals
* Ability to apply common sense understanding to carry out instructions
* Demonstrate strong interpersonal skills, including an upbeat, collaborative approach to his/her work
* Must be able to work intuitively and independently as well as part of a team
* Strong organizational skills for multi-tasking, prioritizing responsibilities, and problem-solving
* Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information
* Demonstrated writing and communication skills (including strong editing, spelling and grammar)
* Positive appearance, attitude and presentation with a strict sense of confidentiality
* Must have the ability to work in a school environment by successfully passing the school mandated background check process and Ministry Safe training
* Demonstrated interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the School
* Possess a valid driver’s license
* Regular and consistent attendance and punctuality is required and as a condition of employment
* Assist with and participate in all school wide events as needed

Physical Qualifications:

* Standing/sitting for periods of time
* Bending, lifting (up to 25 lbs.), pushing, kneeling, crouching, crawling, stooping
* Must hear with accuracy to exchange information in person or on the telephone
* Use of hands and fingers for manipulation, reaching, grasping and using computer keyboard
* Specific vision abilities required include close vision, distance vision, color vision and depth perception

Working Environment:

* The work usually takes place in a clean, pleasant and comfortable office setting
* The employee is faced with constant interruptions
* The employee may spend long hours in intense concentration
* The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.