

Accounts Payable Assistant - Academy

Purpose:

The Assistant to the Accounts Payable Coordinator will serve as the accounts payable contact for the Brandon Campus Academy and Apollo Beach Preschool.

Hours: 20 hours per week at Brandon Campus Academy office

Reports to: Accounts Payable Coordinator/Finance Manager

Responsibilities:

1. Receive all accounts payable transactions (invoices, credit memos, check requests) and review for completion of all required information.
2. Data enter all accounts payable transactions into Accounting Software.
3. Reconcile all Academy credit card statements.
4. Assist Accounts Payable Coordinator as needed.
5. Serve as resource for Academy staff in regards to financial reporting.
6. Assist Finance Manager in preparation for/completion of annual audit.

Qualifications:

1. Previous bookkeeping experience preferred.
2. Proficient in Excel.
3. Excellent organizational skills and attention to detail.
4. Ability to maintain confidentiality in regards to personnel and financial matters.
5. Effective written and interpersonal communication skills.
6. Commitment to the vision and staff of Bell Shoals.