The Accounts Payable Accountant is primarily responsible for all associated disbursements type transactions and maintaining the accuracy of the AP vendor files and timing of cash disbursements.

Responsibilities:

- Review and verify accuracy of documentation to substantiate purpose of disbursement, including issuance of purchase orders, proper authorization and account number. Enter all approved check or draft requests, vendor invoices and accounts payable information into the Financial Edge accounting system.
- Solicit and maintain vendor W-9 forms, prepare and distribute 1099 form at the end of the calendar for tax reporting.
- Review and calculate sales & use tax and the preparation of monthly sales/use tax report.
- Administer P-card program to include ordering cards, maintaining spending limits, obtaining documentation and account coding from cardholders and timely verification of charges and reporting fraud if necessary.
- Prepare and submit EDD ICR reports
- Fixed Asset compilation and reporting
- Reconcile, maintain and fulfill petty cash box requests
- Reconciliation of liability related accounts
- Create and/or maintain formal written desk procedures
- Collect and maintain Certificates of Insurance and Facility Use Permits
- Sorts and distributes Business Office mail and maintains office supplies
- Acts as a liaison with other departments and volunteers. Handles confidential and non-routine information and explains policies when necessary.
- Backup to other Business Office functions as necessary
- Audit support and other duties as may be assigned

Qualifications and Requirements:

- High school diploma and two years of accounts payable experience. Bachelor’s degree in related field preferred
- Demonstrated attention to detail with problem solving/analytical skills and ability to work under pressure and meeting deadlines
- Demonstrated competency with accounts payable software applications; Blackbaud Financial Edge a plus
- Proficient in 10-key, excel and other MS applications
• Oral and written communication proficiency using English
• Passionate about being part of a team with a firm commitment to customer service
• The ability to work in a highly active office dealing with a variety of challenges, multiple
deadlines and diverse array of contacts.
• Commitment to learning and living the mission of the Bellarmine College Preparatory

Physical Requirements:

• Ability to lift/carry up to 30 pounds occasionally, using proper lifting techniques
• Ability to sit, stand, stoop, walk, bend, twist, use hands to finger, reach with hands and arms,
kneel, crouch, crawl, climb, twist, push balance, and climb a ladder (or other similar stepping
aid) as needed
• Ability to safely and comfortably travel around our campus as needed
• Ability to read information in printed material, on a mobile device, or computer screen

General Information:

• This position is a regular, full-time position
• This position is non-exempt
• This position is benefit eligible
• This is not a telecommuting position
• Must be able to provide proof of COVID-19 Vaccination

To Apply Online: Please complete the Bellarmine Staff Application form located on our website at Employment at Bellarmine | Bellarmine College Preparatory (bcp.org) under Employment Applications and send along with a resume and cover letter to hr@bcp.org. Please indicate AP Accountant in the subject line of the e-mail.

Bellarmine College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.