



## CHRISTIAN BROTHERS HIGH SCHOOL

- Position: Part-Time Accounts Payable (AP) Specialist
  - Reports to: Accounting Manager / CFO
  - Employment Status: Part-Time (20 hours per week)
  - FLSA Status: Non-Exempt
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### **Position Description**

- The Part-Time Accounts Payable (AP) Specialist is responsible for processing invoices, reconciling payments, managing vendor accounts, and ensuring accurate and timely financial transactions. This role requires strong attention to detail, knowledge of accounting principles, and the ability to work collaboratively with the accounting team.
  - The AP Specialist will support the Accounting Manager in maintaining compliance with financial policies and procedures while ensuring vendors and suppliers are paid accurately and on time.
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### **Essential Job Duties and Responsibilities**

#### **Leadership**

- To actively support the mission, philosophy, and goals of Christian Brothers High School.
- To ensure financial transactions align with the school's ethical and procedural standards.
- To participate constructively in audits, financial reviews, and other accounting functions.

## **Employee-Related**

- To maintain accurate financial records and compliance with all state and federal regulations.
- To comply with all policies and procedures related to employee conduct, payroll processing, and confidentiality of financial information.

## **Professionalism**

- To maintain ethical accounting practices and confidentiality in all financial transactions.
- To ensure compliance with CBHS's financial policies and internal controls.

## **Accounts Payable and Financial Processing**

- Process invoices for payment, ensuring accuracy and proper approvals.
- Manage vendor accounts, maintain accurate records, and resolve discrepancies.
- Prepare and execute payments (checks, ACH, or wire transfers).
- Reconcile accounts payable transactions and assist in month-end closing.
- Maintain digital and physical records of AP transactions.
- Assist with audits and generate financial reports as needed.

## **Data Analysis & Reporting**

- Collect and analyze AP data, ensuring accuracy in reporting.
- Utilize financial software for tracking and reporting transactions.
- Assist in preparing financial statements and budget reports.

## **Collaboration & Communication**

- Work closely with the Accounting Manager and CFO to ensure timely processing of financial transactions.
- Communicate with vendors regarding invoices, payments, and outstanding balances.
- Present financial data in a clear and organized manner to support financial decision-making.

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## **Job Qualifications and Competencies**

- **Education:** Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
- **Experience:** Minimum 2 years of accounts payable or accounting experience (nonprofit or school experience is a plus).

- **Technical Skills:** Proficiency in QuickBooks, Paycom, Microsoft Excel, and accounting software.
  - **Soft Skills:** Strong organizational skills, attention to detail, and ability to work independently.
  - **Compliance & Ethics:** Strong adherence to financial policies, internal controls, and confidentiality.
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### **Preferred Qualifications:**

- Experience working in a school or nonprofit setting.
  - Familiarity with fund accounting principles.
  - Knowledge of California financial regulations and tax compliance.
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### **Compensation & Benefits:**

- **Hourly Wage:** Competitive and based on experience.
  - **Schedule:** Flexible part-time hours (20 hours per week).
  - **Benefits:** May be eligible for limited benefits based on CBHS policies.
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### **Application Process:**

Interested candidates should submit their resume and cover letter to the

- **Accounting Manager (shoekman@cbhs-sacramento.org)**
- **CFO (dchavez@cbhs-sacramento.org)** at CBHS.

Applications will be reviewed on a rolling basis until the position is filled.

