



## **Accounts Payable Specialist**

**Reports to:** Business Office

**Hours:** Part-time (20 Hours)

**Location:** Lakeville, CT (on-site)

### **Summary:**

Indian Mountain school seeks an Accounts Payable Specialist for its Business Office. This position collaborates with the head of Accounts Receivable, Chief Financial Officer (CFO), and Controller. The Accounts Payable Specialist is responsible for managing the full accounts payable cycle, including invoice processing, vendor file management, payment scheduling, and account reconciliation to ensure accurate and timely disbursements. This position requires strong attention to detail, initiative, and a willingness to learn and follow established procedures.

### **Responsibilities:**

- Process all school invoices accurately and on time, including obtaining necessary approvals, verifying account coding, and scheduling payments.
- Administer the weekly check run, including Positive Pay fraud protection, and coordinate the distribution of all payments (ACH, bank wires, checks, etc.).
- Prepare and distribute administrator-on-duty weekend bags and student bank bags.
- Oversee and reconcile petty cash and student banking, including the receipt, recording, and tracking of student bank activity.
- Resolve discrepancies in accounts payable and ensure accuracy by reconciling monthly vendor statements and reviewing contract terms.
- Maintain and manage the W-9 master file to support annual 1099 reporting.
- Update and manage contractor liability insurance documentation.
- Maintain and organize vendor files, ensuring that contact details, tax forms, and insurance documents are up to date.
- Maintain usage reports for utilities.
- Liaise effectively with administration, faculty, staff, vendors, sponsoring organizations, and a third-party CPA firm.
- Demonstrate a willingness and ability to take direction and learn current systems and processes.

### **Qualifications and Experience:**

- Demonstrated experience in bookkeeping or accounting.
- Proficient in data entry and skilled in using accounting software, Microsoft Word, and Excel.
- Experience with Veracross, QuickBooks, or similar accounting systems, with a strong ability and willingness to learn independently using online training tools.
- Strong written and verbal communication skills across all levels of the organization.
- Professional phone demeanor with the ability to communicate calmly, clearly, and confidentially.
- Detail-oriented team player with excellent multitasking and prioritization skills.

**Benefits:**

- Employee meals during shifts
- Paid time off (PTO)

**Schedule:**

- Part-Time; 20-hour work week with the potential to convert to full-time
- Day shift

Please send resume and application materials to [Lauren Lopane](#). Candidates whose qualifications and experience align with the school's needs will be contacted.

Indian Mountain School seeks faculty and staff members who are eager to participate in an inclusive, respectful, and diverse school community. Candidates from diverse backgrounds are encouraged to apply.

Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school-administered programs.