



POSITION DESCRIPTION

Position Title:	Staff Accountant (Accounts Payable)	Date:	May 2025
Reports To:	Assistant Director of Finance	FLSA:	Non-exempt (hourly)

GENERAL SUMMARY

The Staff Accountant is primarily responsible for BC High's accounts payable operations, ensuring that all invoices are processed accurately, vendors are properly maintained, and payment batches are completed on a timely basis. This role includes conducting initial reviews of vendor information, managing vendor compliance documentation (such as W-9s), and preparing annual 1099 filings. The Staff Accountant is also tasked with investigating invoice discrepancies, reconciling AP ledger accounts, and supporting basic general ledger posting needs under the guidance of the Senior Staff Accountant. This role is critical to maintaining strong vendor relationships and ensuring proper cash disbursement controls.

This role offers schedule flexibility and may be designed as either a standard full-time (40 hrs/week) or modified full-time (32 hrs/week) position depending on candidate and departmental needs.

ESSENTIAL JOB FUNCTIONS*

Accounts Payable

- Process vendor invoices and bank drafts daily in Blackbaud/Paymerang.
- Prepare weekly payment batches.
- Research and reconcile vendor discrepancies and stale-dated checks.
- Maintain vendor files and ensure accurate W9 collection.
- Produce annual 1099s for vendors.

General Accounting

- Assist Senior Staff Accountant with basic reconciliations.
- Perform assigned GL reclassifications under supervision.
- Assist with audit requests related to accounts payable.

Student Billing & Auxiliary Receivables

- Coordinate incidental student charges within the FACTS system.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



- Coordinate billing for auxiliary programs, summer camps, and external rentals.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree, preferably in accounting.
- Preferred: minimum of 3 years' experience in a finance/accounting role including.
- Proficiency with Excel and data analytics. Experience with Blackbaud Accounting Software, preferred.
- Strong verbal and written communication skills.
- Strong attention to detail.
- Ability to analyze financial data and prepare financial reports and account reconciliations.
- Ability to work both independently and as a member of a team.
- Ability to make recommendations and continuously improve processes.
- Ability to work closely with many people throughout the BC High community.

SUPERVISORY RESPONSIBILITY

- None

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment

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