



Accounts Payable Coordinator

College of Saint Mary is seeking a personable, detail-oriented, and self-motivated professional to join the Financial Services team as an Accounts Payable Coordinator. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in their careers and lives.

This position organizes, facilitates and controls all accounts payable functions of the College, and is an essential part of the Financial Services team.

Essential Functions

- Opens and date stamps daily mail
- Reviews all invoices, check requests, and travel reimbursements for proper approvals and account numbers, verifying math accuracy and extensions.
- Assigns vendor numbers, inputs data for check runs, and processes checks for mailing or distribution.
- Processes payment of accounts payable due once a week.
- Assigns, prepares, and tracks purchase orders
- Reconciles vendor statements, working with vendors to insure correct balances.
- Maintains 1099 vendor files and processes 1099's at year end
- Processes credit applications for new vendors
- Maintains staff purchasing card file, preparing new applications and monitoring activity in individual accounts
- Reconciles monthly purchasing card transactions for posting to general ledger

Required Education and Experience

- Required: Associate Degree and at least 1-2 years of accounts payable or accounting experience.
- Preferred: Bachelor Degree and at least 2-3 years of accounts payable or accounting experience.

Application:

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application: Accounts Payable Coordinator](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.