



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Accounts Payable Coordinator

Are you a detail-oriented accounting professional looking to join an amazing financial services team?

You might be a perfect fit for our Accounts Payable Coordinator position. This position organizes, facilitates, and controls all accounts payable functions of the College, and is an essential part of the Financial Services team.

Our Idea of a Perfect Candidate Is Someone Who:

- Excels in a fast-paced, agile environment where critical thinking and strong problem-solving skills are required for success.
- Is a dynamic and personal individual capable of quickly assessing customer needs and assigning appropriate remedies.
- Is proficient in Microsoft Excel and Word, and has as a firm grasp of basic accounting principles.

Our Ideal Candidate's Education and Experience Include:

- 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.

This Position Is Responsible For:

- Reviews all invoices, check requests, and travel reimbursements for proper approvals and account numbers in a time-sensitive manner to ensure accurate financial records and handling.
- Inputs data and processes weekly check runs.
- Assigns, prepares, and tracks purchase orders.
- Reconciles vendor statements, working with vendors to insure correct balances.
- Reconciles monthly purchasing card transactions for posting to general ledger.
- Maintains W-9 and 1099 vendor files and processes 1099's at year end.
- Various accounting projects and other duties as assigned.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application:

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

[Application for 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.