**St. Mary’s Academy**

**Employment Posting**

**Job Position: Accounts Payable/Business Office Support Staff**

**St. Mary’s Academy Overview:**

St. Mary’s Academy, located in Englewood, Colorado, is Metro Denver’s premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary’s Academy offers a safe yet innovative program that embraces all student backgrounds and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary’s Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary’s Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary’s Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary’s Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs, as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

St. Mary’s Academy is seeking an **Accounts Payable/Business Office Support**. This position is responsible for accounts payable, food store cash management, grocery coupon/gift card sales and inventory, cash receipts, petty cash, cash boxes for events, and daily banking.

**Major Duties and Responsibilities:**

* Process invoices and reimbursements in the accounts payable software insuring that all paperwork has appropriate coding and approvals
* Process accounts payable payments within vendor terms
* Maintain and reconcile school credit card accounts on a monthly basis
* Provide cash boxes as requested for various events, providing appropriate controls of the transfer of cash
* Process cash receipts for deposit.
* Provide petty cash reimbursements and reconcile to the general ledger monthly.
* Make deposits as necessary with desktop deposit. Take deposits to the bank as necessary.
* Prepare annual vendor 1099’s and 1096.
* Obtain insurance certificates from broker.
* Other duties as assigned.

**Qualifications/Requirements:**

Education and qualifications should include the following:

* Associates Degree required; Bachelor’s degree preferred
* Strong organization skills with a high level of attention to detail.
* Strong computer skills, including experience with spreadsheets, accounting software and Microsoft Office applications.
* Ability to work independently and as part of a team.

**Salary/Benefits:**

Salary commensurate with experience. Part-Time (30 Hours/Week), 12-month non-exempt hourly position in the Business Office.

**How to Apply:**

Interested candidates should email or scan a resume with cover letter, to: jobs@smanet.org

Shortlisted candidates will be contacted for interview and asked to provide professional references.

**Application Deadline: May 30, 2019**