Role Profile Accountant (Accounts Payable)

Location: York Preparatory School

Function/Department: Administration

Reporting To: Finance Director

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Role overview

What you'll be doing

Role purpose

The Accounts Payable Accountant plays a critical role in maintaining the financial integrity and operational efficiency of the school. This position is responsible for the accurate and timely processing of all school expenditures, including vendor payments, staff reimbursements, and contract obligations.

The ideal candidate ensures compliance with school policies and internal controls while fostering positive relationships with vendors and faculty. You will have strong attention to detail, excellent organizational and communication skills, and a commitment to maintaining the school's financial integrity. You will be proactive, highly organized, and able to communicate effectively with staff, leadership, and external partners.

Key responsibilities

The Accounts Payable Accountant is responsible for supporting the school's financial operations by ensuring the accurate and timely processing of accounts payable transactions. This role involves bank reconciliations, vendor communication, resolution of outstanding payments, and meticulous data entry of invoices into the accounting system.

What you will be doing

Bank reconciliation and corporate credit card

- Perform regular bank reconciliations to ensure all transactions are accurately recorded in the accounting system.
- Investigate and resolve any discrepancies or variances identified during the reconciliation process.
- Maintain accurate and up-to-date records of bank statements, reconciliations, and related documentation.
- Manage the school's corporate credit card program and monthly reconciliations.

Vendor communication and reconciliation

- Act as the primary point of contact for vendor inquiries.
- Establish and maintain positive relationships with vendors, responding promptly and professionally.
- Reconcile vendor statements with school records, ensuring all outstanding payments are identified and resolved quickly.
- Collaborate with internal stakeholders to address discrepancies or issues related to vendor invoices or payments.

Invoice processing and record entry

- Receive and review invoices from vendors, ensuring accuracy and compliance with school policies and procedures.
- Input invoice details into the accounting system, including coding, descriptions, and payment terms.
- Verify and match invoices against purchase orders, packing slips, and other supporting documentation.
- Prepare and process payments in line with established schedules, ensuring proper authorization.

Staff reimbursements

- Audit and process employee expense reports and professional development reimbursements in accordance with school policy.

Records maintenance and reporting

- Maintain organized and up-to-date accounts payable files, both electronically and physically.
- Generate regular reports on accounts payable activities, including outstanding payments, ageing reports, and vendor analysis.
- Ensure all payments adhere to internal controls and support annual financial audits or IRS reporting.
- Assist with month-end and year-end closing processes, providing necessary documentation and support.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Role overview

What you'll bring

Essential

Skills

- Excellent attention to detail and accuracy in data entry and financial record-keeping.
- Strong verbal and written communication skills, with the ability to interact professionally with vendors and internal stakeholders.
- Strong organizational skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Proficiency in spreadsheet software (e.g. Microsoft Excel) for data analysis and reporting.

Qualifications

- High school diploma or equivalent; additional education or certification in accounting or finance is preferred.

Experience

- Proven experience in accounts payable or a similar financial role, preferably in an educational or institutional setting.
- Strong knowledge of accounting principles and practices, including bank reconciliation and invoice processing.
- Proficiency in accounting software (Sage or NetSuite) and financial management systems; familiarity with ERP systems is a plus.

Key Stakeholders you'll be working with

- **Business Manager / Controller:** Primary supervisor providing oversight on budget allocations, cash flow, and approval of large-scale disbursements.
- **Department Heads:** Collaboration on departmental spending, verifying goods/services received, and ensuring budgets are met.
- **Vendors and service providers:** External partners such as utilities, suppliers, and contractors.
- **School faculty and staff:** Support with reimbursements, travel expenses, and procurement guidance.
- **External auditors:** Providing documentation and support during audits.

To be signed and dated by employee:

Signed: ………………………………………….

Name (print): …………………………………..

Date: ……………………………………………..

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