

Accounts Payable/Purchasing/Benefits Coordinator

Sacramento Country Day School, the leading independent school in Sacramento and throughout the region, is seeking an Accounts Payable/Purchasing and Benefits Coordinator for the next fiscal year (no later than July 1, 2019). Serving 485 students in pre-kindergarten through twelfth grade, Country Day's mission "inspires intellectual discovery and engages a diverse community to think critically, live creatively, and act compassionately".

Reporting to the Chief Financial Officer, the Accounts Payable/Purchasing and Benefits Coordinator is responsible for maintain accurate accounting records and performing accounting procedures in accordance with standard accounting rules and regulations for all of the school's financial activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs accounts payable functions assuring disbursements are made for goods and services properly authorized and received.
2. Maintains accurate recordings of purchases and disbursements.
3. Handles school purchases and assures timely processing of those requests.
4. Receives, distributes and, if necessary, returns goods.
5. Performs budget control, advising the Controller and CFO when budget parameters are jeopardized.
6. Prepares checks with appropriate documentation (receipts, budget approvals, invoice matching with purchase order and packing slip). Submits checks with supporting documentation and account distribution to the CFO for signature.
7. Verifies proper amounts on invoices and other accounts payable documents by checking extensions, additions, discounts and pricing.
8. Inputs daily accounts payable transactions performing all duties required for a weekly check run.
9. Prepares special checks at the direction of the CFO.
10. Solves accounts payable problems and maintains regular contact with vendors regarding prices, shipping, backorders, etc.
11. Manages the credit cards for administrators of the school.
12. Prepares and distributes monthly budget reports to department heads.

13. Manages the school online bookstore for HS and MS.
14. Manages all leases with various companies.
15. Recommends benefit plan changes to the CFO.
16. Introduces new employees to the school's benefit programs and assists with enrollment for completion.
17. Administers the school's benefit programs, not including COBRA and 403(b) programs.
18. Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

JOB REQUIREMENTS AND QUALIFICATIONS

1. Must have strong technical, mathematical and computer skills.
2. Must be detail-oriented and work well under pressure.
3. Must possess strong verbal communication skills in working with staff and vendors.
4. Must be familiar with general office machines, typing 50+ wpm and 10-key by touch with a high level of accuracy.
5. Must be able to operate basic job-related equipment using standard methods of operation, perform minor physical labor, understand and follow oral and written instructions, plan completion of assignments, and learn schedules.

EDUCATION/EXPERIENCE

Associate or Bachelor's degree from a 2-4 year college or university with 2 years related experience or training; or equivalent combination of education and experience.

Interested candidates should send a letter of interest and resume to Chief Financial Officer Bill Petchauer at bpetchauer@saccds.org.