

Overview of Role

<u>Position:</u>	Accounts Payable Supervisor	<u>Department:</u>	Finance
<u>Class:</u>	Full-Time	<u>Wage:</u>	\$15 - \$22 per hour, DOE
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	CFO / Treasurer
<u>Notes:</u>		<u>Revised:</u>	04/17/2024

Our Mission:

We are a community of believers operating schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable educational model and resource for Christian leaders.

Finance Departmental Mission:

We drive fiscal responsibility to create more opportunities for students to attend.

Why:

- The Finance Team supports all FAI departments, leaders, and employees; each with a role in contributing to the management of God’s assets. Our highest priority is to support the students attending Fletcher Academy, with a goal that no otherwise qualified student will be turned away due to finances, so long as the parents and others do their part. As such, we want to grant as many students as possible the opportunity to attend Fletcher Academy with the hope that they enter into a lifelong saving relationship with Jesus Christ.
- The assets of plant, property and equipment have been entrusted to the care of those charged with this responsibility since 1910. These assets are our responsibility to manage, develop, utilize, and grow, ultimately to God’s honor and glory. The Parable of the Three Servants in Matthew 25:14-30 is a reminder of this responsibility to not merely *protect* these assets, but to *use* them wisely and judiciously.
- One of our most highly valued assets is the people who serve in our ministries. As such, we desire to attract and retain highly talented people who have a sincere desire to find their calling in service to God’s purpose, and are aligned with our mission and vision.

How:

- **Facilitates** the timely coordination of all accounts payable functions:

- **Ensures** current Certificates of Insurance (COIs) and W-9s are maintained on file for all applicable vendors and contractors
- **Reviews** invoices and check requests for appropriate documentation, coding, and approval prior to payment to ensure compliance with best practices as established and reviewed by the auditing team
- **Prioritizes** invoices according to cash discount potential and payment terms to support good stewardship of capital resources
- **Issues** checks as approved by the CFO / Treasurer and/or the CEO / President
- **Audits and processes** credit card and vendor statements, researches and corrects discrepancies
- **Matches** invoices to checks, obtains required signatures, and distributes accordingly
- **Calculates, prepares and submits** IRS Form(s) 1099 and 1096 and NCDOR Form 5500
- **Prepares** reports for independent contractors to support annual worker's compensation and general ledger audits
- **Processes** unclaimed checks
- **Responds** to all vendor inquiries
- **Reconciles** vendor statements and maintains agreement between General Ledger and subsidiary Accounts Payable ledger
- **Reports** sales tax by calculating requirements on paid invoices
- **Maintains** files and documentation thoroughly and accurately in accordance with FAI policy and accepted accounting practices, **overseeing** scanning and attachment of invoices to FE NXT
- **Shares responsibility** with Administrative Assistant and/or A/R and student worker(s) for sorting and distributing incoming mail
- **Subs** as cashier occasionally, receipting monies, preparing deposits, and scanning checks
- **Prepares** monthly estimates for utility accruals
- **Coordinates** corporate Verizon Wireless mobile devices and services
- **Maintains** vehicle log and notebook with corporate-owned vehicle titles, registration, and insurance cards, CDL license log(s) and notebook(s), MECs, and facilitates random, post-accident, and/or suspected drug/alcohol impairment CDL driver testing as needed
- **Applies** for county property tax exemption(s) as needed
- **Supervises** A/P student worker
- **Sets the example** for student employees and others in the department by emphasizing the importance of the *manner* we engage others in conversation and interactions, along with providing them accurate accounting
- **Pursues** professional development and continuing education activities to ensure personal finance and accounting knowledge and skills remain current
- **Observes** professional standards in accordance with biblically-sound ethics
- **Safeguards** the physical, mental, emotional, and spiritual safety and well-being of students and staff, including protecting the privacy of personal and family information (financial, etc.)
- **Fosters** a team spirit of collegiality, respect, and mutual understanding among faculty/staff
- **Assists** with other projects and tasks, as assigned

What (Qualifications):

- A **high school diploma** or equivalent is **required**; **college courses in Accounting strongly preferred**

- **At least 3 years' experience in Accounting, to include Accounts Payable duties**
- **Strong communications, public relations, and interpersonal skills.** Effectively communicates both verbally and written (required to be fluent in English; bi-lingual is a plus, but not required)
- High level of **attention to detail and mindfulness** to enable self-correction in any errors of entry
- A working knowledge of both desktop and mobile operating systems; **Blackbaud Accounts Payable Module** knowledge and experience is also a strong plus
- Current **Notary Public** (or ability to obtain) is a strong plus
- Must be able to sit or stand for long periods, and use common office equipment while concentrating on reviewing and entering data accurately
- Must have a sincerely expressed desire to serve Christ and be a practicing Seventh-day Adventist Christian who is upholding and demonstrating the values thereof, and have a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

Who:

- Reports to the Treasurer / CFO. May supervise volunteers and students simultaneously.

Expectations:

- The mission drives everything we do; students are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members, including the President.