



JOB DESCRIPTION

JOB TITLE: Accounts Payable Lead
REPORTS TO: Controller
HOURS/STATUS: Full-time / Non-Exempt
SALARY RANGE: \$25 - \$33 per hour

JOB SUMMARY

Under the direction of the Controller, the Accounts Payable Lead is responsible for overseeing accounts payable staff and supporting the day-to-day accounts payable function, including invoice processing, approval tracking, vendor payments, purchasing support, and maintenance of accurate financial records. This position also assists with accounts receivable activity, reconciliations, documentation, and other accounting tasks to support timely and accurate financial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the day-to-day accounts payable function, including invoice processing, approval coordination, payment preparation, and vendor account maintenance.
- Oversee timely and accurate processing of invoices, credit memos, check requests, ACH payments, and weekly check runs.
- Review accounts payable transactions for accuracy, proper coding, required approvals, and supporting documentation.
- Serve as the primary point of contact for vendor inquiries, payment questions, statement reconciliations, and issue resolution.
- Maintain accurate vendor records, including W-9s, payment terms, remittance information, ACH details, and contact information.
- Partner with department managers to support timely approvals, proper expense coding, and compliance with internal purchasing and payment procedures.
- Support month-end close by reviewing AP aging, researching open items, preparing accrual support, and providing timely AP reporting.
- Assist with credit card reconciliation, employee expense review, and follow-up on missing receipts or documentation.
- Support annual audit preparation, 1099 reporting, and other compliance-related activities.
- Help train and support accounts payable staff while promoting consistency, accountability, and strong internal controls.
- Identify opportunities to improve AP workflows, strengthen documentation, and improve the efficiency of payment processes.
- Perform other Finance Department duties and special projects as assigned.



QUALIFICATIONS

- Minimum of a two-year college degree preferred.
- Minimum of 5 to 10 years of accounts payable or related accounting experience.
- Experience with full-cycle accounts payable, vendor management, payment processing, and reconciliations.
- Strong understanding of general ledger coding, approvals, expense classification, and internal controls.
- Experience with accounting software required; Sage Intacct experience preferred.
- Proficient in Microsoft Excel and comfortable working with reports and reconciliations.
- Strong attention to detail, organization, accuracy, and follow-through.
- Ability to manage deadlines, prioritize work, and handle a high volume of activity.
- Strong communication skills and the ability to work with vendors, department managers, and Finance staff.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date