

Accounts Payable Manager

03/2025

From our founding in 1951 to the present day, Westminster has aspired to provide an exceptional student experience focused on the pursuit of academic and personal excellence. We strive to be an inclusive community, upholding the dignity of all people as the essential expression of our character as a Christian school. At Westminster, our students find abundant opportunities to exercise initiative and meet new challenges in a caring, supportive environment that fosters lifelong friendships. Our campus is animated by the joy that comes from stretching beyond limitations as our students become leaders of conscience distinguished by courage, humility, and optimism. We believe that establishing high standards of integrity for our school community will foster a steadfast commitment to honor our students.

Westminster excels regionally and nationally in every area of school life, from academics to the arts to athletics, achieving excellence through a wide range of programming supported by a wealth of resources. With an enrollment of approximately 1,880 students in grades pre-first through twelfth and over 500 faculty and staff, Westminster fulfills its mission through a dynamic curriculum that engages children across the critical dimensions of their growth – academic, physical, and spiritual.

POSITION OVERVIEW

The Business Office is responsible for providing financial and accounting services. The Accounts Payable Manager provides financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by receiving, processing, verifying, and reconciling invoices in accordance with established policies and procedures, in an efficient, timely, and accurate manner.

Supervisor: Controller

Supervisory Responsibilities: Business Office Specialist

Position Status: Salaried, exempt, full-time, 12-month

Hours of Work: Standard work week. Evening and weekend work may be required.

REQUIREMENTS AND QUALIFICATIONS

The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's degree (B.S. or equivalent) from a four-year college
- Minimum of 2 years of experience in office accounting, preferably specific to Accounts Payable.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with vendors or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, etc.
- Ability to solve practical problems and deal with various concrete variables in situations with limited standardization.
- Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Ability to use computerized accounts payable systems, strong data entry, typing, and 10-key calculator skills, and ability to use Microsoft Office.
- Experience with NetSuite software is a plus.

- Interpersonal skills include communication with budget holders, other employees, and vendors, which must be handled effectively and diplomatically.
- Strong organizational and time management skills.

ESSENTIAL RESPONSIBILITIES

- Supervises and acts as a backup for Accounts Payable processing.
- Reviews transactions for proper general ledger coding of expenses and appropriate supporting documentation for AP transactions and approves payment. Compliance with Westminster Accounting policies, including Travel and Expense requirements, should be incorporated during review.
- Performs monthly P-Card administration and compliance, including ensuring that all charges are coded and substantiated with supporting documents, that appropriate departmental/divisional managers approve all charges, that approval routes are reviewed and updated on a timely basis, and that active cards are registered to current employees of Westminster.
- Performs monthly/quarterly detailed audits of P-Card transactions, including general ledger coding and appropriate supporting documentation. This audit will include transactions across various departments above certain dollar thresholds.
- Performs high-level review of P-Card transactions for proper coding during the month-end file upload process into the General Ledger.
- Manages vendor 1099 compliance process
- Prepares monthly reconciliation between the Accounts Payable sub-ledger and General Ledger.
- Acts as liaison to Parent organizations and reviews their disbursement requests.
- Reviews, approves, and records school-side petty cash activity.
- Works with the Assistant Controller to provide payable-related schedules and reports for the monthly General Ledger closing, e.g., the purchasing card detail download.
- Prepares and provides all necessary schedules and documentation for Accounts Payable related to the annual financial audit.
- Researches and resolves any outstanding balances.
- Enters new or updated vendor names and data in the Accounts Payable sub-ledger.
- Acts as liaison to all payables vendors, including verbal and written communication.
- Completes credit applications as requested by vendors to establish a credit limit.
- Posts Account Payable sub-ledger transactions to the General Ledger.
- Handles journal entries for incorrectly charged items, credits, and expense recovery.
- Following GAAP, records all Fixed Asset Transactions (additions, disposals, and depreciation). Prepares Fixed Asset roll-forward and year-end schedules. Assists with any fixed asset-related projects, as needed.
- Assists with preparing internal control assessments and process documentation; proposes changes to remedy deficiencies.
- Serves as back-up to AR functions, as needed.
- Assists with preparing annual audit schedules for the financial statement audit.
- Prepares assigned balance sheet reconciliations.
- Assists Business Office management as necessary on special projects and miscellaneous assigned duties.
- Responsible for various banking tasks, including positive pay management, setting up

- wires/ACHs, and managing incoming ACH Control.
- Performs other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to finger, handle, and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, and crawl; talk and hear. The employee may occasionally lift or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The ability to become CPR and First Aid Certified is required.

While performing the duties of this position, the employee is occasionally exposed to outside weather conditions and may frequently walk on slippery or uneven surfaces. The noise level in the work environment is often loud.

Westminster is a drug-free, smoke/vape-free campus.

TRAVEL

Travel is primarily local during the regular business day. Overnight and out-of-area travel may also be required and is associated mainly with planned events, conferences, and professional development opportunities.

Driving a Westminster vehicle may be required for this position.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Westminster is committed to the principle of equal opportunity in employment. It is Westminster's policy to provide equal employment opportunities and administer terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran under applicable federal, state, and local laws. EOE/M/F/D/V.



Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing in this position description restricts Westminster's right to assign or reassign duties and responsibilities to this position at any time.

WESTMINSTER

1424 West Paces Ferry Road, NW • Atlanta, Georgia 30327 • 404.355.8673 • westminster.net