

Part-Time Accounts Payable Coordinator - 20-25 hours per week - Onsite

Reports to

Director of Accounts Payable

POSITION SUMMARY

William Penn Charter School is a Quaker, coeducational, pre-K-12 independent, day school in the East Falls neighborhood of Philadelphia. Established in 1689 by William Penn and members of the Religious Society of Friends, Penn Charter is a community guided by Quaker testimonies and the central belief that there is "that of God" in every person. A school community that honors difference, Penn Charter seeks to be a place where diversity is understood, represented and valued. Our curriculum embraces a plurality of cultures and celebrates an array of voices, instilling in us a deeper understanding and empathy for individuals in this community and the world.

As our mission states, we value scholarship and inquiry. With excellence as our standard, we challenge students in a vigorous program of academics, arts and athletics. Through global connections, civic engagement and a focus on environmental sustainability, we inspire students to be thinkers, collaborators, innovators and leaders. We educate students to live lives that make a difference.

Essential Functions

- Work within the Accounts Payable system, Paramount WorkPlace, using automated invoice-capturing software to input invoices for review and approval.
- Review invoices for accuracy, completeness, proper descriptions, and appropriate department coding.
- Generate pre-payment reports and ensure that descriptions, departments, and supporting documentation are properly recorded.
- Assist with processing employee credit card transactions through the automated expense module.
- Assist with virtual credit card statements, including review, coding, reconciliation, and follow-up as needed.

- Maintain organized records and documentation in accordance with Business Office procedures.
- Daily book store reconciliation.
- Assist with the year-end audit process by gathering documentation, preparing reports, and supporting audit-related requests.
- Support other Business Office projects and reporting needs as assigned.

Competencies

- Prior experience in accounts payable, bookkeeping, accounting support, or business office administration preferred.
- Experience in a school, nonprofit, or similar environment is helpful.
- Familiarity with automated accounts payable systems, expense platforms, or invoice-capturing software preferred.
- Experience with Blackbaud FENXT, Paramount WorkPlace and Shopify a plus.
- Strong attention to detail and accuracy.
- Ability to manage multiple tasks and meet deadlines.
- Strong organizational and problem-solving skills.
- Proficiency with Microsoft Excel or Google Sheets.
- Ability to maintain confidentiality and handle sensitive financial information appropriately.
- Strong written and verbal communication skills.

Salary and benefits

- William Penn Charter School offers competitive salaries and comprehensive health coverage for employees and their eligible dependents.
- William Penn Charter School is also a Public Service Loan Forgiveness Program qualified employer.

We will review application materials as they are submitted and interview candidates on a rolling basis until the position has been filled.

William Penn Charter School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics,

protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.