



Position: Accounts Payable and Receptionist

Start Date: Immediate

All Saints' Episcopal School of Fort Worth, the largest age 3 to grade 12 independent college preparatory Episcopal School in Tarrant County, is seeking a motivated, energetic individual to join the Business Office and Administration Team. The ideal candidate for the position has two-three years' experience in accounts payable and office environment. This position plays a role in the All Saints' community through phone interactions as well as supporting the Business Office and Operations.

Accounts Payable

- Database Management of vendorfiles, including necessary documents for new vendors.
- Obtain approval of all invoices from appropriate personnel prior to posting and release of payment.
- Data entry associated with Accounts Payable including verification of general ledger account posting.
- Reconcile credit card statements and prepare entries for month-end posting.
- Timely preparation of A/P checks/accompanying documentation for signatures and mailing.
- Preparation and review of monthly open invoice reports; research and resolve vendor and invoice issues.
- Maintenance of electronic and paper invoice filling systems for accounting department.
- Year-end calculation and printing of IRS Form 1099s.

Reception and Mail

- Answer phones & direct calls in welcoming and professional manner.
- Receive deliveries; Sort and distribute mail.
- Make travel arrangements for faculty/staff professional development.
- Make conference/meeting room reservations.
- Maintain mailroom, office and copy supplies.
- Manage outgoing mail, including postage balance and log.
- Assist with phone system and extension directory.
- Other duties as may be assigned by Business Office team.

Qualifications

- Proficient in Microsoft Office
- Accounting software (accounts payable and GL entry)
- Excellent phone skills
- Strong time management and highly organized
- Ability to work with disruptions while maintaining deadlines and attention to detail.
- Comfortable multi-tasking and prioritizing tasks
- High school diploma, Associate's degree or training in Accounting preferred

Interested candidates should email a letter of interest and resume to:

Humanresources@aseschool.org

Subject: Accounts Payable

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