TITLE: Senior Accounts Payable Specialist

REPORTS TO: Executive Administrator/Finance

FLSA CLASSIFICATION: Part Time, Hourly

SUMMARY: The Part-Time Senior Accounts Payable Specialist ensures fiscal responsibility, internal controls, and accurate vendor management. This role balances high-level oversight with hands-on processing.

ESSENTIAL FUNCTIONS:

- Commit to the Mission/Vision of the Sisters of Saint Joseph
- Review all invoices/check requests for appropriate documentation and approval prior to payment processing
- Invoice processing: Verify, code, and enter vendor invoices into the accounting systems.
- Payment execution: Prepare and process electronic transfers (ACH payments and wire transfers) and when necessary checks.
- Vendor relations: Respond to vendor inquiries and research discrepancies.
- Expense management: Review and process employee expense reports for accuracy and policy compliance.
- Tax compliance: Maintain W-9 forms and assist with annual 1099 processing.
- Maintain accounts payable reports, spreadsheets, and AP files
- Performs the monthly bank reconciliations.
    - Includes Welcome Center, Neighborhood Center and Ocean Grove account recording and reconciliation
- Process Business Credit Card account
- Perform other tasks and special projects/events as appropriate

KNOWLEDGE REQUIREMENTS:

- Proficient with Microsoft Office
- Knowledge and awareness of accounting principles
- Knowledge of the analysis and reporting of financial data

EDUCATION:

High school diploma required; Associate's or Bachelor's degree in accounting preferred.

EXPERIENCE:

- 5+ years of senior accounting experience, with at least 2 years specifically in non-profit or religious organizations.

QUALIFICATIONS:

- High attention to detail and mathematical accuracy
- Strong organizational skills
- Time Management
- Strong ethics
- Technical capacity
- Excellent communication skills
- Experience with Bill.com invoice payment system a plus

Interested, qualified candidates should submit cover letter and current resume to Pat Harrington, Director of Human Resources at pharrington@ssj.org by Friday, July 17, 2026.

The Convent of the Sisters of Saint Joseph is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.