**Accounts Payable Specialist**  
*Applications Accepted Starting 07/26/2023*  
*Application Review Starting 08/09/2023*

**Job Summary**
The Accounts Payable Specialist is a key member of the Business Office team and is responsible for the oversight of all aspects of vendor payment and management of trade payables. They should be a dynamic presence who radiates a genuine passion for teamwork, service, and integrity and has the capacity to align with the School’s mission and core values. Miss Hall’s School is committed to diversifying its staff and encourages applicants who are committed to bringing a diversity, equity, and inclusion lens to their work.

Miss Hall’s School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

At Miss Hall’s School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross cultural dialogue and allyship to honor and celebrate our diverse community.

**Responsibilities**
- Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records while protecting the School from unintentional overpayment and ensuring all payments are made in a timely manner
- Reconcile related accounts on a monthly basis such as credit card, payroll accruals, and bank statements
- Ensure the accuracy of an organization’s financial documents for payment, auditing, and tax purposes
- Demonstrated commitment to equity and inclusion and to serving a diverse, global community
- Commitment to the Miss Hall’s School Mission and Core Values

**Required Knowledge, Skills, and Abilities**
- Demonstrated ability to manage the accounts payable and purchase order process with a minimum of 2-3 years of experience in accounts payable; Associate’s Degree preferred.
- Excellent organizational skills, with the ability to learn and retain new information and to effectively manage multiple routine tasks concurrently

*Wage Range: $22.50 - $24.50/ hour*