

First Presbyterian Academy  
 Greenville, SC

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| Job Title: **Accounts Payable Clerk** |
| Supervisor: CFO |
| Subordinate(s): None |
| Part/Full-Time: Part-Time |
| FLSA Status: Exempt |

# POSITION OVERVIEW:

Reporting to the Chief Financial Officer (CFO), the AP Clerk is responsible for full-cycle accounts payable, from administration of the purchase order policy to vendor payment distributions.

# GENERAL CHARACTERISTICS for Employment at FPA:

* A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
* Passionate about living out his/her calling through the Christian education of our children.
* Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
* In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
* Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
* A member in good standing at a local evangelical church.
* Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

# QUALIFYING CHARACTERISTICS:

# Committed to maintaining the appropriate degree of confidentiality and professionalism

# Proficient in basic technology platforms like Word, Excel, and GMail.

* Understanding of basic accounts payable principles.
* Strong organizational skills
* Ability to handle multiple tasks and to prioritize needs to meet deadlines
* Strong analytical and problem solving skills
* Ability to work independently without continuous guidance
* Technologically adept and forward thinking

# ESSENTIAL FUNCTIONS:

* Timely entry of AP transactions to QuickBooks
* Maintaining accurate reports, records, and files
* Credit card reconciliations
* Managing vendor payments
* Providing assistance to the Chief Financial Officer
* Cross-training within the department
* Assisting with month-end and year-end activities
* Making recommendation for process improvement

# EDUCATION AND EXPERIENCE REQUIREMENTS:

# Strong commitment to FPA’s mission and values.

* Associates or Bachelor’s degree in Accounting or related field
* 1-3 years of accounting experience

# PHYSICAL REQUIREMENTS:

* Must be able to meet physical requirements of the position
* Ability to evacuate students in the event of emergency
* Must be able to lift 15 pounds at a time

Note: First Presbyterian Academy is a tobacco-free campus.

# 5/6/25