



Accounts Payable Accountant

Position Description

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota that has been guided by Catholic beliefs and values since 1911. As an international learning community, serving early childhood education and grades K-12, we hold our students to the highest academic standards and challenge each of them to develop their full potential academically, physically, spiritually, and socially. We believe in the intrinsic goodness of all persons, and strive to model the values of faith, service, and community, as we encourage and support our students to become more than they can imagine.

VALUES & STANDARDS

At Cotter Schools, because we believe in the intrinsic goodness of all persons, we promote and foster the values of RESPECT, INTEGRITY, and COMPASSION. All employees can expect to receive these values from the administration and other employees, and they are expected to give these to all other employees, students, and families.

- **RESPECT:** We will honor the dignity, privacy, and truthfulness of others.
- **INTEGRITY:** We will be respectful, honest, and truthful in our dealings with others.
- **COMPASSION:** We will extend to others what we have received – mercy, forgiveness, and care.

GENERAL SUMMARY

The AP accountant carries out all aspects of the Accounts Payable cycle and support the day-to-day operations of the Finance office. The AP accountant also serves the business office by offering a welcoming and helpful reception to personnel and visitors.

RESPONSIBILITIES & DUTIES

1. Manage the Accounts Payable process including but not limited to:
 - Match bills to purchase orders
 - Record & reconcile all credit card transactions
 - Process the weekly check-run & manage the Positive Pay system.
 - Process HEF scholarship payments & related communications.
 - Follow up with vendors & employees as necessary to resolve any issues
2. Manage vendor database and prepare annual 1099 filing for review.
3. Attend to the day-to-day reception needs in the finance office, including phones, and receiving/distribution of mail.
4. Assist Accounting Manager with office record keeping, reporting & other administrative tasks as necessary.

QUALIFICATIONS AND SKILLS

- Effective, polite & professional interpersonal communication skills (written & verbal).
- Strong organizational skills
- Competency in MS Office, databases and accounting software
- Data entry and word processing skills
- Attention to detail
- Minimum of 2 years administrative support experience
- Accounting or bookkeeping experience preferred

BENEFITS & WORK SCHEDULE

- This is a full-time hourly position and has weekday office hours (typically 8:00am-4:00pm).
- This position is a year-round position with the option of reduced summer hours.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
 - 50% off for grades K-12
 - 20% off for early childhood education

TO APPLY

Applications are available in the Cotter Schools Business office, 1115 W. Broadway, Winona, MN. Or send an e-mail with a resume to:

Human Resources Manager
search@cotterschools.org