



TFS seeks Accounts Payable/Business Office Administrator

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades five-12.

Job Summary

Tallulah Falls School is seeking an Accounts Payable/Business Office Administrator. This individual supports all functions of the Business Office and responsible for day-to-day financial transactions including but not limited to accounts payable, credit card reconciliations, purchasing, vendor management and various other transactional functions. The AP/Business Office Administrator must exercise discretion in executing essential functions and be able to work independently, following through on assignments.

Responsibilities:

The essential functions include, but are not limited to the following:

Accounts Payable

- Daily review payment requests and invoices received for completeness and accuracy, following up with the requestor as needed. Enter completed and approved bills into accounts payable system.
- Print and mail checks weekly, and enter data in Positive Pay banking system
- Scan AP vouchers to save digitally and file into AP folders
- Maintain vendors and process new vendor account requests.
- Download monthly credit card statements and distribute to card holders for approval and receipts. Ensure all receipts are received timely and prepare for entry into accounting system.

Purchasing

- Daily review purchase orders received from authorized department personnel for completeness and accuracy, following up with the requestor as needed; process completed purchase requests typically within 2-3 days of receipt
- Coordinate with departments and vendors to determine the needed vendor specifications and establish effective purchasing process
- Compare goods with industry trends to determine appropriate pricing

Other

- Organize and maintain filing systems
- Assist with liability insurance policies, certificates of insurance, and submitting claims
- Maintain vehicle records
- File annual sales tax return
- Assist the Business Office personnel with accounting, HR and other administrative tasks

Qualifications and Requirement (Knowledge, Skills, and Abilities):

- Bachelor's Degree in Business, Accounting administration or related field preferred
- Strong data entry skills; able to process volume transactions quickly and accurately
- Superior technology skills, with the ability to quickly learn and maximize the full function of computer applications and other technology
- Excels at attention to detail and accuracy
- Exceptional written & verbal communication skills; effective interpersonal and collaboration skills
- Proficient in MS Excel and Word
- Ability to work independently and as a part of a team
- Strong problem-solving skills and work ethic
- 3-5 years of general accounting experience preferred

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.