Success Academy Charter Schools

Title: Accounts Payable Supervisor

Location: 95 Pine Street, 5th floor, New York

Job Type: Full Time (Experienced)  Salary: DOE

Job Description:

Seeking an Accounts Payable Supervisor to join our Finance Team at our central "network" office. The Accounts Payable Supervisor will manage our Accounts Payable Team, oversee expenditure for compliance with budgets, and give recommendations on discrepancies. This position will offer interested candidates a unique opportunity to take on a leadership role in an ambitious, entrepreneurial non-profit, and provide an organizational view of the finances that support our organization that continues to grow at a rapid rate.

Responsibilities:

• Supervise most activities in the accounts payable function.
• Ensure timely payments of vendor invoices and expense vouchers and maintain accurate records and control reports.
• Responsible for preparing accounts payable register and related reports.

Qualifications:

• Bachelor's degree in Accounting, Finance or similar area of study; advanced degree preferred.
• 5-7+ years of experience in Big 4 public accounting firm required.
• Experience within nonprofit or education not required!
• Advanced Microsoft Excel and PowerPoint skills.
• Extraordinary attention to detail.
• Ability to excel in a fast paced environment.
• Integrity and ability to maintain confidential information a must!

Application Instructions:

http://jobs.successacademies.org/job/6065806/accounts-payable-supervisor-new-york-ny/