



Accounts Payable & Human Resources Associate

Canterbury School is part of a long Episcopal school tradition of strong academics, an inquiry-based approach to learning, and a diverse environment. Canterbury maintains a staff of approximately 70 employees, and its teaching faculty are a healthy mix of veteran, mid- and early-career educators who enjoy small class sizes where every child is known, cared for, and loved.

Accounts Payable/Human Resource Associate

Canterbury School seeks a dynamic professional to perform all functions related to accounts payable processing and human resources to ensure accurate recording of financial transactions and administration of benefits for its employees. This position is full time. Interviews will begin in mid to late March.

Responsibilities include the following:

- Process invoices and check requests for operating and capital funds on a weekly basis. Print checks and ensure required signatures are obtained.
- Record deposits to the appropriate accounts in the general ledger.
- Work with benefits representatives regarding the employees' benefits plan.
- Assist employees with their questions or concerns regarding the benefits plan.
- Enroll and terminate employees within the benefits plan through Plansource software.
- Audit monthly insurance invoices for accuracy.
- Prepare payroll deduction forms for employees' 403(b) contributions, tuition deductions, and other miscellaneous deductions.
- Input deductions for all employee withholdings to Paychex and ensure the payroll is correct.
- Coordinate benefit meetings and benefit deductions for all employees and reconcile payroll and benefits invoicing to Plansource.
- Enter I-9 information for new employees.
- Maintain up-to-date personnel records.
- Reconcile credit card statements and record journal entries.
- Take bank deposits to the bank as needed and pick up when processed.
- Prepare year-end 1099 forms.
- Prepare year-end 1094/1095 statements for employee medical coverage using outside benefits service.

- Backup for Director of Finance for semi-monthly payroll.
- Prepare all employee contracts.
- Backup for student billing.
- Other duties as assigned.

Qualifications/Skills

- Knowledge of basic accounting procedures.
- Working knowledge of benefits packages.
- Good organizational skills.
- Team player.
- Flexibility regarding daily job requirements.
- Minimum of an associate's degree.
- Strong technology skills.
- Maintain confidentiality of sensitive employee and school information.

Applications

To apply, please submit a resume and cover letter explaining your interest in and qualifications for this position to Rhonda Youngdahl, Director of Finance, at youngdahlr@canterburygso.org.