



Job Description

Position Title	Accounts Payable Specialist
Department	Finance
FLSA Status	Non- Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking an experienced Accounts Payable Specialist to join its Finance Department. Brooklyn Law School is seeking an experienced Accounts Payable Specialist to join its dynamic finance department. This individual should be organized, self-starting, highly detailed, willingness to work closely with the members of the BLS Community. This position will be responsible for a variety of tasks, such as the timely and accurate payment of vendors and employee expense reports, while maintaining superior customer service.

The Accounts Payable Specialist will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Review invoices for appropriate documentation and approval prior to inputting. Data entry and processing of invoices, payment requests, and travel & expense reports. Audit and process credit card statements;
- Prepare accounts payable checks, ACH and wires on a biweekly basis. Match payments to corresponding invoice back-up documentation;
- Resolve open issues such as missing approvals, POs not matching or not existing, inconsistencies between invoices and receipt documents, vendor inquiries, including review of vendor statements. Respond to all vendor inquiries;
- Thoroughly and accurately maintains files and documentation in accordance with company policy and accepted accounting practices. Respond to all vendor inquiries;

- Prepare analysis and reconciliation of general ledger accounts, as required. Prepare journal entry requests. Assist in month end closing. Generate reports as needed;
- Monitor the open invoices for payment (by payment due date). Prioritize payments according to payment terms;
- Maintain schedules for recurring monthly payments;
- Prepare annual 1099/1096 filings, Assist with an Annual Audit

- **EXPERIENCE AND QUALIFICATIONS**

Successful candidates must possess outstanding planning organizational and communications skills, must be able to prioritize and successfully manage multiple tasks while communicating with senior administrator, department heads, faculty, and, on occasion, the dean(s) at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction.

Minimum Qualifications Required to Apply for the Position

- Experience with Ellucian, Colleague a plus, but not required;
- Strong computer skills in MS Outlook, Word and Excel are essential;
- Completion of college level Accounting courses preferred;
- Prior experience in accounts receivable and heavy customer service is required;
- Position requires proficiency at data entry and experience operating a ten-key adding machine by touch;
- Ability to understand and apply best practice based on school financial policies, and federal regulations;
- Must be team oriented, detail oriented;
- Must have strong customer service orientation skills;
- Excellent verbal, oral, and written communication skills are essential.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year bachelor's degree from an accredited institution in accounting preferred;
- Experience working in higher education is a plus.

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to HR@brooklaw.edu

Please include the wording of Accounts Payable Specialist in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.