



ST. AGNES  
ACADEMY  
*for GIRLS*

ST. DOMINIC  
SCHOOL  
*for BOYS*

**The Dominican**  
COMMUNITY *of* SCHOOLS

**Job Title:** AP & HR Coordinator

**Department:** Administration

**Reports to:** CFO

**Contract:** 12 month

**Job Summary:** Duties of the AP & HR Coordinator include managing all accounts payable, payroll and benefits of the organization. This person should be organized, confidential, efficient, self-motivated, and able to work independently. Additionally, this person should have good communication skills and be able to positively engage and collaborate with others.

**Essential Duties and Responsibilities:**

- Oversee the Accounts Payable process including:
  - Processing all invoices and expense reports into QuickBooks.
  - Ensuring approval of invoices.
  - Obtaining the correct GL Account coding.
  - Executing the payable process with third party vendors.
  - Reconciling vendor statements and assisting vendors with question.
- Manage year-end calculation and processing of IRS Form 1099s.
- Prepare various monthly journal entries.
- Manage credit card program.
- Make deposits as necessary.
- Oversee the full cycle of payroll processing in a timely, efficient, and accurate manner in accordance with federal and state wage and hour laws and best practices including:
  - Administer payroll, including processing bimonthly payroll, payments and deductions to and from employees.
  - Maintain accurate records of all payroll processing and transactions.
  - Provide human resource customer service to all employees by completing HR requests and answering questions regarding but not limited to payroll, benefits, PTO, etc.
- Implement employee onboarding process, including background checks.
- Oversee the onboarding process for substitute teachers and volunteers, including background checks.
- Track employee requirements as determined by the school, federal, state and local guidelines.

- Administer the health and wellness plans with assistance from external third-party benefit provider, including enrollments, changes, and terminations to employee benefits.
- Reconcile benefit invoice with payroll withholdings.
- Perform other related duties as might be assigned.

**The Ideal Candidate will possess the following qualities:**

- Bachelor's degree
- Three years of accounting/bookkeeping-related experience preferred.
- Highly organized and detail oriented.
- Proficient with Microsoft Office, especially Excel
- Ability to carry out duties and responsibilities confidentially and in an accurate and timely manner with a high degree of personal initiative, ownership, and minimal direction.
- An appreciation of and commitment to single gender education, diversity, and serving the needs of a diverse population
- Flexibility, energetic, and high integrity

**Candidates should email a completed application and credentials (cover letter, resume, and a list of references) to Maura Wogksch, CFO ([mwogksch@saa-sds.org](mailto:mwogksch@saa-sds.org)). The position will remain open until filled.**

The Dominican Community of Schools is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.