



SAINT IGNATIUS

Cleveland · Jesuit · 1886

Position Profile: Payroll & Accounts Payable Associate

About the Position: Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced Payroll & Accounts Payable Associate. This highly confidential position is responsible for preparation and disbursement of bi-weekly payroll, reconciliation of payroll accounts and associated reporting, and timely processing and payment of vendor invoices. This is a 12-month salaried position working through the calendar year and reports to the Controller.

The ideal candidate will be a detail-oriented individual with a strong background in payroll and accounts payable processing, proficiency with accounting and payroll technology and possess the ability to work both independently or in a team setting. Preferred candidates will possess a Bachelor's Degree in Finance or Accounting and a working knowledge of ADP Workforce Now along with a professional attitude and skills necessary to meet the needs of this fast-paced, highly-detailed position.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating "Men for Others" for over 125 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Ensure bi-weekly payrolls are processed in a timely and accurate manner
- Maintain accurate payroll records and employee files
- Maintain Accounts Payable subsidiary ledger
- Ensure timely payment of Accounts Payable

Qualifications:

- Bachelor's Degree in Finance or Accounting
- 3-5 years payroll processing experience
- 3-5 years accounts payable experience
- Working knowledge of ADP Workforce Now
- Working knowledge of Blackbaud Financial Edge, preferred
- Advanced computer skills; proficient in Microsoft Office
- Automated/online payment experience preferred



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The successful candidate will also demonstrate the following:

- Exquisite attention to detail and accuracy
- Ability to respect and manage highly confidential information and tasks
- Excellent time management skills
- Ability to listen, communicate (written and verbal), and follow up effectively with all staffing levels and employees/vendors
- Ability to work independently
- Ability to adhere to tight deadlines
- Familiarity with unique Jesuit identity and school mission
- Willingness to engage in personal educational and faith development

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.



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A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting70@ignatius.edu

Deadline: Friday, October 23, 2020

Candidates are encouraged to visit the Saint Ignatius website at www.ignatius.edu