



Riverhead Charter School

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www.riverheadcharterschool.org

Executive Director
Raymond Ankrum

Director of Finance
Nicola Graham

Accounts Payable Representative

Riverhead Charter School is a public school of choice, with no tuition, serving families of Kindergarten through eighth grade students on Eastern Long Island. We offer a private school environment in a public school setting. Riverhead Charter school offers a longer school day, 90 minutes of reading and 80 minutes of math daily. We also integrated Spanish instruction and theater in our academic curriculum from our Kindergarten students to our eighth graders.

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Responsibilities for the Accounts Payable Representative

The Accounts Payable Representative is responsible for the day to day expenditures. The ideal candidate for this role will have the ability to wear many hats and has a strong working knowledge of paying invoices. Responsibilities include but are not limited to:

- Inventory - Receive and Tag Fixed Assets
- Calculate and assemble invoices for payment
- Match/cross-check invoices and purchase order requisitions/ packing slip for satisfactory payment approval
- E-rate Records
- Tracks classroom expenses

Additional Duties

- Perform additional tasks as needed in support of other departments and the administrative team

Requirements

- Bachelor's degree or appropriate combination of education and experience.
- Sensitivity to confidentiality

Benefits

- Competitive base pay
- Offer 75% employer paid medical insurance, and offer dental, vision, life and supplemental insurances with retirement plan

For consideration, please apply on our website at jobs@rcsli.org (no calls please)

Riverhead Charter School is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.