

Accounts Payable Specialist – Denver CO

EdTec Inc. (edtec.com) is a social enterprise committed to improving public education by supporting charter schools with business, operations, and performance services. EdTec is growing on a national scale and currently works with schools in California, Tennessee, New York, Georgia, Colorado, Nevada, New Mexico, and Louisiana. We are headquartered in the San Francisco Bay Area (Emeryville), with offices in Los Angeles, Nashville, Atlanta, and Denver.

Our mission is to drive quality in the charter school movement by providing the people, expertise, and systems that equip school leadership with operational support, business insights, and performance analyses to promote effective decision-making. EdTec provides a comprehensive range of services in the areas of charter petition development, back-office services, school data and compliance, school software, and consulting services. Our work supports our vision to have the greatest positive impact on the quality of public education.

Currently we provide services to over 300 charter schools, many of them located in low-income, inner-city areas and/or with high English Language Learner populations. We are seeking an Accounts Payable Specialist who will share our enthusiasm to support these schools with high-value services, so the school leaders may focus their attention where it matters most – on providing an excellent education for their students. Ideal candidates will have an entrepreneurial approach, be a self-starter, and have comfort with fast-growing organizations.

Description:

We are seeking an energetic individual to be a full-time Accounts Payable Specialist. The Specialist will work closely with school administrators/management and EdTec staff (accounts payable, payroll, CPA's, senior management, and client account management). The Specialist will receive invoices from about 15 – 18 schools, review coding, enter invoices into accounting software, generate reports, troubleshoot problems, maintain files, generate checks, and perform quality control while maintaining strong relationships with schools. The Specialist will also train school staff on EdTec AP procedures. The Specialist will also have an opportunity to help us develop and improve internal operations.

Minimum Qualifications:

- 1-3 years accounts payable experience
- Customer and vendor interaction experience
- Working knowledge of Microsoft Excel
- Ability to multi-task effectively
- Energy, enthusiasm, strong organizational skills, attention to detail and a commitment to client service

Competitive salary based on experience + performance bonus. Excellent Benefits (health, dental, vision, flexplan, 401k)

Please send cover letter and resume to jobs@edtec.com.
No phone calls, please.

Please note, resumes without cover letters will not be considered.

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