LIBERTY TREE ACADEMY

Accounts Payable / Purchaser (SY 2026-2027)

Job Description: This is a full-time, non-exempt position with a July 1–June 30 work schedule (211 days). Standard work hours are 7:30 AM–4:00 PM on days designated by the school calendar.

Position Narrative: Accounts Payable is responsible for managing day-to-day accounting functions to ensure accurate financial reporting and compliance with school policies and regulations. This role supports the Director of Finance by maintaining financial records, assisting with budget tracking, and handling accounting tasks related to payroll, accounts payable, accounts receivable, and general ledger reconciliations.

Reports to: Director of Finance

Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich. Our pedagogy is traditional.

Mission: Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's Founders to preserve and perpetuate liberty.

Vision: Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

Position Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Accounts Payable / Purchasing

- Review all invoices for appropriate documentation and approval prior to payment
- Enter all payables in the school's accounting software using the school's chart of accounts
- Research and review vendor statements and address any discrepancies as needed
- Maintain a record of paid and unpaid invoices and vendor statements
- Create and obtain approval on all accounts payable payments
- Initiate electronic payments and distribute signed checks as required
- Maintain all accounts payable reports, spreadsheets and accounts payable files
- Assist in monthly closings and adjust accounts as needed
- Perform filing and copying as necessary
- Prepare outstanding check reports for all funds. Review checks listed on the report, void reissue as needed and notify Director of Finance as checks are voided
- Cash receipts and all duties associated with handling cash
- Assist Director of Finance with all audit related tasks as needed

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Accounts Payable / Purchasing (continued)

- Review and process internal purchase requests, verify item specifications, check stock/inventory availability, and confirm compliance with company budgets and procurement policies
- Interact with suppliers to request competitive quotes, clarify product details, negotiate pricing or lead times, and maintain vendor records.
- Convert approved requisitions into formal purchase orders using the school's accounting software and transmit to vendors
- Monitor open orders, follow up on delivery schedules, and handle backorders, shipping errors, or damaged goods
- Compare packing slips and goods receipt notes against invoices before forwarding documentation to accounts payable for payment
- Maintain digital and physical audit trails, vendor contracts, and purchasing logs
- Purchase faculty and staff supply needs for shared workroom, front office and facilities, which could require pick-up of various items

Commercial Credit Card Program and Reconciliations

- Distribute monthly commercial credit card statements in a timely fashion
- Code all expenditures appropriately
- Ensure that receipts are attached for each expenditure
- Ensure that proper signatures are obtained on the approval forms
- Reconcile all credit card statements
- Serve as Program coordinator for staff and bankcard vendor when card issues arise, such as increasing card limits, merchant category code (MCC) issues and declined charges
- Work with bankcard vendors when potential fraud is identified on cards
- Serve as the primary contact with the bankcard vendor, which includes requesting new cards as employees change, closing outdated cards, handling lost or stolen cards, etc.
- Maintain the training manual and assessment documents used for training
- Collect bankcards at the end of the school year, at expiration, or when an employee leaves
- Review, activate and record new card information when new cards arrive

Vendors

- Ensure that a service agreement is in place for all school contractors and vendors
- Ensure that W-9s are on file for all vendors, in compliance with the law
- Review W-9s to ensure that any independent contractors are properly coded in the school's accounting software so a 1099 Form would be generated at year-end
- Complete and distribute 1099s/1096 at the end of the year

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This job description in no way states or implies that these are the only duties to be performed by this employee. LTA reserves the right to update, revise or change this job description and related duties at any time.

Required knowledge, skills and abilities:

- Strong knowledge of accounts payable, receivable, payroll entries, and financial reporting
- Strong understanding of handling reconciliations and journal entries
- Ability to analyze and interpret financial data
- Some understanding of fund accounting
- Proficiency in accounting software and Excel
- Strong attention to detail, organizational, problem-solving skills, and time management skills
- Ability to manage multiple priorities and meet deadlines.

Minimum Qualifications:

- 2+ years of accounting or bookkeeping experience, preferably in a school or non-profit environment.
- Strong organizational, problem-solving, and decision-making skills
- Excellent written and verbal communication skills
- Alignment with and support for the school's classical mission, values, and culture

Conditions of Employment:

1. All offers of employment are conditional and based on a successful background and reference check.
2. LTA may choose to contact work references other than those specified on your application.
3. The position requires work outside of regular office hours.
4. The position will be at-will.
5. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

Required Physical Activities:

1. Driving – Frequent
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional
5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional
9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent

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13. Speech: Frequent
14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional

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What We Offer:

Salary Range**:** $30,000 – $42,000

Insurance Coverage: Individuals contracted for 30 hours per week or more on a regular basis are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked up to 48 hours per year (this does not include seasonal stipend positions).

Children of employees will receive priority enrollment.

Application Search Timeline:

- Priority will be given to applications submitted by **November 24, 2026**. However, this posting will remain open until positions are filled.
- Potential interview dates will begin immediately.

How to Apply: Submit a complete application in a single email to HR@ltaeagles.org. Applications missing required materials may not be considered.

Required attachments:

- Resume
- Cover letter tailored to the position, explaining how you learned about Liberty Tree Academy
- Educational philosophy (500 words or fewer)
- Three professional or academic references, including email address and phone number
- Unofficial transcripts (encouraged with initial application; official transcripts required upon offer). Applicants may redact age, date of birth, and/or dates of attendance or graduation.

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Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to **www.uscis.gov** and click on 'E-Verify' located near the bottom of the page.

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