



William & Mary Foundation Accounts Payable Coordinator

Mission Statement

William & Mary Foundation's defining, and essential mission is to support the university's people and programs. By seeking private support, and then diligently managing those funds, the W&M Foundation advances and furthers the work of William & Mary's students and faculty — providing vital resources for scholarships, professorships, research and program funding.

Consistent with the University's shared services agreement with the William & Mary Foundation (WMF or the Foundation), this position is assigned 100% effort to support WMF and its subsidiaries with the responsibilities outlined below.

Position Summary

The Accounts Payable Coordinator plays a key role in maintaining the financial integrity of WMF and its seven subsidiaries. This position ensures the accurate and timely processing of disbursements, vendor payments, expense reimbursements, and IRS Form 1099 reporting, all in compliance with internal policies and external regulations. The Specialist manages payables systems and procedures for WMF and subsidiaries processing payments and journal vouchers through the Foundation's automated payment system.

Serving as the primary contact for departments and vendors, this role handles payment processing inquiries, tax documentation, and invoice status tracking. The Specialist also maintains and properly categorizes all electronic and paper files related to WMF payables, ensuring compliance with auditing and tax standards.

One of the university's core values is belonging, and the Accounts Payable Coordinator will help foster a community that embraces diverse people and perspectives. This is a hybrid position based in Williamsburg, Virginia, that offers a flexible work environment.

Review the full position description with all job duties under the "Featured Job Opportunities" on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us/open-positions/index.php>

Required Qualifications

- Associate degree in accounting, finance, or related field; or equivalent experience.
- Minimum 2 years of hands-on accounts payable experience, preferably in multi- entity or nonprofit settings.
- Experience with IRS 1099 compliance and vendor tax documentation.

- Prior experience with check issuance, ACH processing, reimbursements, authorizations, invoice preparation, and journal voucher submission.
- Familiarity with banking and treasury operations related to payments.
- Strong organizational skills and ability to manage multiple priorities.
- High attention to detail and accuracy in data entry and payment reviews.
- Proficiency in Microsoft Office (Excel, Outlook, Word).
- Ability to maintain and properly organize electronic and paper records in line with audit and tax requirements.

Preferred Qualifications

- Experience with sophisticated financial systems, data entry, transaction reconciliation, processing invoices and travel reimbursements.
- Experience supporting senior-level administrators in financial or investment practice.
- Prior work in higher education or nonprofit financial administration.
- Familiarity with Workday.

Conditions of Employment

- This position requires additional hours beyond the typical work week, at times, to meet business objectives.
- This position is subject to occasional travel for business purposes and professional development.

Job Duties

Accounts Payable & Payment Processing, 25%

- Process invoices, expense reimbursements, payment requests, and journal vouchers using Workday or related systems.
- Ensure timely payments via checks, ACH, and wire transfers.
- Prepare and process check requests; coordinate with bank personnel.
- Input payment data accurately; troubleshoot system issues with Data Control or IT.
- Run reports, submit positive pay files and ACH control totals, and resolve banking issues.
- Oversee A/P processes across subsidiaries and resolve discrepancies.

Compliance, Documentation & Controls, 25%

- Review documentation for accuracy, approvals, and policy compliance.
- Verify budget availability and ensure adherence to internal controls and donor restrictions.
- Maintain digital records of check requests and related documentation.
- Update authorized signers and fund restrictions in Workday.
- Ensure compliance with WMF financial policies, IRS regulations, and grant requirements.
- Conduct outreach to vendors for confirmation requests as part of WMF's annual audit, particularly for accounts payable verification.

Vendor Relations & Tax Reporting, 25%

- Serve as primary contact for departments and vendors regarding payments, tax documentation, and invoice status.
- Facilitate vendor setup and ensure 1099 tax compliance.
- Monitor and track 1099 reportable payments; prepare and file annual 1099 forms.
- Respond to 1099 inquiries from vendors and auditors.
- Maintain A/P aging reports and vendor reconciliations.

Financial Operations & Support, 25%

- Manage deposits with the University Cashier and banks.
- Assist with quarter-end and year-end close procedures.
- Provide data and reports for audits, budgets, and financial statements.
- Support improvements in payables systems, workflows, and internal controls.
- Assist Controller and Assistant Controller with banking authorization documents and agreement

Is this position remote work eligible: This is a hybrid position.

Equal Opportunity Statement

EEO is the Law. Applicants can learn more about William & Mary's status as an equal opportunity employer by viewing the "Know Your Rights" poster published by the U.S. Equal Employment Opportunity Commission. <https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal>

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Benefits Summary Statement

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program).

Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to: <https://www.wm.edu/offices/uhr/benefits/index.php?type=none>.