WILLIAM & MARY
FOUNDATION

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 Coordiantor 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.

EEO Statement

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

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.

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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **WMF Accounts Payable Coordinator** with the top salary of **$70,000.** This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from $584 to $1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness. Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to

3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to $20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the Educational Assistance Policy, faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the AFLAC website.

DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: DHRM List information is online.

OTHER GREAT PERKS

CommonHealth: CommonHealth of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: Legal Resources is a program that allows employees to pay $16.50 per month for legal services. Visit the website to learn more.