



## 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.

### **EEO 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>.



# WILLIAM & MARY

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OFFICE OF UNIVERSITY ADVANCEMENT

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 **Accounts Payable Coordinator** with the top salary of **\$65,000, commensurate with experience**.

This position is classified as operational which defines the benefits package.

## HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. As state employees, we have multiple health insurance plans to attend to our employees' health needs. The Commonwealth's Department of Human Resources Management (DHRM) administers all plans. For in-depth descriptions and cost of premiums for each plan, including optional buy-ups, visit [DHRM's Health Benefits website on plan choices](#). *New employees are required to make health coverage selections within 30 calendar days of hire date.*

**Optional Life Insurance** For benefits-eligible employees, a group life insurance policy is 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. .

**Long Term Care Insurance** The Virginia Retirement System (VRS) has contracted with Genworth Life Insurance Company to offer Long-Term Care Insurance to Commonwealth of Virginia employees. Coverage is participant-paid (directly billed to employees and not payroll deducted) for a monthly benefit allowance of covered long-term care expenses.

## TIME OFF

In addition to 12 paid holidays per year, you will accrue between 12 and 27 days per year of **annual leave**, which may be used however you wish, including vacations and other personal purposes, or to cover other kinds of leave for which you have zero balance.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, for services within their communities through school assistance or as a volunteer member of a community service organization, so you can get out there and be a part of the broader community.

## RETIREMENT

In addition to Social Security, contributions will be made for you to a Virginia Retirement System (VRS) plan. The VRS plan that you are eligible to participate in is based on your hire date.

### **VRS Hybrid Plan (for employees hired on or after January 1, 2014 with no prior state service)**

This is a combination of a defined (or fixed) benefit retirement plan and defined contribution (or 401k-like) plan. Members must have at least five years of service and have attained age 60 to retire early with reduced benefits. To receive full benefits, the member must be of social security age and have at least five years of service credit or when age and service credit equal at least 90. The benefits received under the defined benefit portion of the plan are determined by salary, length of service, age at retirement, and the retirement income option selected (e.g., survivorship, partial lump-sum optional payout). The benefits received under the defined contribution portion of the plan are determined by the contribution level and fund performance over time. More information about the [VRS Hybrid Plan](#) can be obtained at the VRS website.

## ADDITIONAL PERKS

In addition to the perk of living in Williamsburg, close to beautiful parks, nature trails, fabulous shopping, Second Sundays on Merchant's Square, farmer's markets and more, William & Mary employees enjoy these additional perks.

## EMPLOYEE EDUCATIONAL ASSISTANCE

The [Educational Assistance Policy](#), permits eligible faculty and staff who participate in the VRS or ORP retirement program to take advantage of educational opportunities. Participation in the program is by approval only. An eligible employee may be approved to enroll in an academic credit course of instruction at William & Mary and have the current tuition paid for or waived within the terms of the policy. An eligible employee may also be approved to enroll in an academic credit course of instruction at an institution other than William & Mary and have the current tuition reimbursed under the terms of the policy, provided the courses are not offered at William & Mary and are directly related to the employee's job.

## AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance and disability, etc. These are optional plans. For additional information please call 1-800-992-3522 or visit [AFLAC](#) on the web.

## 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

Use of W&M Facilities: Many university facilities, including the [recreational facilities](#) and [the libraries](#), as well as [fitness classes](#), are available to employees. Contact specific facilities for details.

SunTrust Bank: SunTrust Bank provides benefits to William & Mary employees. For questions and assistance, please contact your local Jamestown Road SunTrust Branch (1186 Jamestown Road, Williamsburg, VA 23185) at 757-603-4749.

Child Care: [Williamsburg Campus Child Care](#) (WCCC) is a nonprofit organization which has had a successful program in Williamsburg since 1981.

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.