

Warburg Theological Seminary

Position Description

Date completed: 04/22/2026

Title: Accounts Payable and Payroll Coordinator

Classification: Exempt

Position Status: Full Time

Benefits: Health and Dental Insurance, Retirement Plan, Vacation, Sick and Holiday Pay

Supervisor: Vice President for Finance, Operations & Human Resources (VPFO/HR)

Position Summary:

The Accounts Payable and Payroll Coordinator manages accounts payable, payroll and mailroom operations. This role reports to the Vice President for Finance, Operations & HR and collaborates across departments to support the Seminary's mission.

Major Responsibilities/Activities:

Accounting/General Ledger Administration

- Maintain the chart of accounts and prepare journal entries.
- Support month-end and year-end close processes
- Assist with annual audit and worker's compensation audit
- Utilize Jenzabar (J1) Business Office Module.
- Provide financial analysis and support process improvements.

Accounts Payable

- Process invoices, expense reports and payments accurately and timely
- Monitor credit card program and verify approvals/coding.
- Maintain vendor records and respond to inquiries.
- Prepare check runs, ACH payments and reconciliations
- Process annual 1099's and W-2's

Payroll

- Administer payroll processes ensuring accuracy and compliance
- Maintain payroll records (compensation, benefits, deductions)
- Manage payroll tax reporting via Paylocity
- Partner with HR on payroll changes, audits and reporting
- Address employee payroll questions.

Mailroom

- Oversee incoming/outgoing mail and shipments
- Manage office supplies and inventory

Qualifications:

- Bachelor 's degree or equivalent experience
- 2-4 years of accounting, payroll and/or accounts payable experience
- Knowledge of payroll regulations and basic accounting principles
- Experience with financial/payroll systems (Jenzabar and Paylocity preferred).

Skills Required:

- Understands and supports the mission of Wartburg Theological Seminary.
- Strong attention to detail, organization and confidentiality
- Proficiency in Microsoft Office and accounting systems
- Strong communication and teamwork skills
- Ability to prioritize, multitask and work independently

Work Environment and Physical Demands:

This role operates in a professional office setting with regular interaction across the Seminary community. Duties require extended periods of sitting or standing, frequent computer use, and occasional lifting (up to 10 pounds). Reasonable accommodations may be made to enable individuals to perform essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.