



**Accounts Payable Specialist
Hmong American Peace Academy
2024-2025 School Year**

Beginning its 21st year of operation, The Hmong American Peace Academy (HAPA) is a K-12 Public Charter School located on the northwest side of Milwaukee, WI authorized to serve scholars from preschool through 12th grade. A high-performing and award-winning organization known for academic achievement, HAPA currently serves over 1,900 scholars, with a vision to grow to serve over 2,100. There is also a Foundation that was formed to support HAPA.

Role Summary

The AP Specialist reports to the CFO to ensure that the financial health and operations of HAPA, Ltd. and the Foundation are in place and running smoothly so that scholars can achieve strong educational outcomes.

Responsibilities

- Process accounts payable transactions, ensuring timely and accurate payments to vendors and suppliers.
- Identify discrepancies and resolve billing issues in a timely manner.
- Work closely with specific departments to place orders, ensure that purchases are recorded at the time of request, and submit these orders for approval.
- Process purchase orders and receive orders.
- Prepare and issue 1099s at year end.
- Support grant tracking and reporting.
- Compile information and documentation to support year end financial statement audit.

Qualifications and Attributes:

- One to three years' experience in accounts payable or administrative roles is a plus.
- Minimum of a high school diploma or GED.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Excel and QuickBooks.
- Aligned with Hmong American Peace Academy's core beliefs and educational philosophy.
- Balances the need for strong systems and execution on deadlines, while being innovative, forward-thinking and tech savvy.
- Possess above average interpersonal skills to interact effectively with scholars, staff, parents and contractors.

At HAPA, we believe that an excellent Accountant:

- Believes that all of us can and will learn.
- Thrives as part of a team-oriented, mission-driven culture.
- Demonstrates a growth mindset and a desire to continually improve through feedback, coaching, and professional development. Is a peace builder.

- Assesses progress and communicates results, using data to inform decisions and set ambitious goals.
- Possesses excellent management, communication, public relations, customer service, and interpersonal skills.
- Team player, who exhibits positive energy within the organization and builds healthy, professional, respectful relationships.
- Creative problem solver.

Job Parameters:

- This is a full-time position, with a 12-month term of employment (Fiscal Calendar—July 1 to June 30).
- 17 PTO days (Paid Time Off) and 8 Paid Holidays.
- Full life, health, dental and vision benefits.
- Eligible to participate in voluntary Short-Term Disability and Long Term Disability plans.
- Eligible to participate in retirement plan (within the qualification guidelines).