



Job Description

Job Title: Accounts Payable Clerk I, # 183		Division/Department: Business Office
Location: Main Campus		Reports to: Business Office Director
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: 40

POSITION SUMMARY:

Compiles and maintains accounts payable records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes invoices due for vendor payment.
- Responsible for posting accounts payable invoices.
- Prepares file for 1099's and reports grand totals to the IRS.
- Files and maintains vendor accounts including W-9's on file.
- Answers all vendor inquiries.
- In charge of running monthly and annual accounts payable reports.
- Maintains Accounts Payable Module.
- Assists with special projects as assigned by the Business Office Director.
- Audits invoices against purchase orders, researches discrepancies, and approves for payment.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Other general office duties maybe assigned by the Business Office Director.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must thrive in a data-oriented, analytical, accountable environment, and have the ability to work across departments and divisions to deliver exceptional service.

EDUCATION and/or EXPERIENCE:

Bachelor's degree from four-year college or university is preferred but not required; One to two years related experience in aspects of accounting, with an emphasis in Accounts Payable; detail oriented with high accuracy; ability to work on multiple projects simultaneously.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Not for Profit accounting software; Microsoft Excel and Word.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but it's a highly active office.