

Position Description

Job Title: Assistant, Accounts Payable
Department: Finance
Last Update: 01/21/09
Supervisor's Position: Manager, Accountant/AP
FLSA Status: Non-Exempt



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

This position performs all the Accounts Payable functions in the Financial Services department.

Essential Duties and Responsibilities:

- Performs all accounts payable functions in the Financial Services department.
 - May include but not limited to: entering vendor invoices into software system.
 - Prepare, print and distribute vendor checks.
 - Assist with vendor maintenance in software system.
 - Maintain vendor files.
 - Communicate with vendors regarding invoices and payments.
 - Assist with monthly reconciliations of accounts payable.
 - Assist with preparation of annual 1099 forms for vendors.
 - Assist with the distribution of any reports as needed.
 - Recommend alternative solutions and innovations for processing accounts payable.
 - Assist with other College staff regarding accounts payable as needed.
 - Prepare cash deposits and applicable paperwork and take to the bank.
 - Enter and post journal entries to the software system.
 - Perform other duties as assigned.
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Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively and professionally both verbally and in writing.
- Proficient knowledge of computers, 10-key and other office equipment.
- Strong analytical and communication skills and extreme attention to detail are required.
- Position requires occasional travel

Education and Experience:

Bookkeeping experience required with a minimum of two years accounts payable experience, preferably in education or non-profit environment and working with an integrated accounting package.

Working Conditions:

- Attendance at required meetings and in-services. Occasional overtime as required to complete functions of job. Position requires occasional travel.

Employee Acknowledgement

Date

Supervisor Acknowledgement

Date