



JOB DESCRIPTION

JOB TITLE: Accounts Payable/Cash Disbursement Accounting Assistant	FLSA: Non-Exempt
Department: Business Services- Accounting	Date Revised: 7/11/2016
Security Sensitive: Yes	Grade: B-21
Reports To: Comptroller	

Job Summary

Under general direction of the Comptroller performs bookkeeping and/or accounting and clerical functions to include accounts payable and account reconciliations.

Essential Functions

- Performs appropriate bookkeeping functions in the preparation, classification, coding, recording and/or processing a variety of accounting documents by examining invoices, travel expense claims, vouchers and purchase orders prior to payment;
- Reviews and processes payments for all College checks;
- Ensures all checks written are approved by the authorized personnel, coded accurately, paid to the proper payee with the correct amount, and with the required documentation and distributed as directed.
- Maintains a general ledger, specialized ledgers, and/or various subsidiary ledgers according to an approved chart of accounts by posting entries, making adjusted entries, performing the daily computer entry functions associated with those ledgers and preparing financial statements from those ledgers;
- Creates and reviews purchase order transactions and ensures reports are complete and accurate, assigns batch numbers to purchase order transactions, and processes the payment to the vendor.
- Files payment vouchers and maintains Paid Invoice files, files for Open Purchase Orders, vendor records, and automated vendor master files;
- Reviews reconciliation of all accounts payable on a monthly basis;
- Prepares assigned year-end audit work papers and provides assistance to the auditors as needed;
- Develops and implements audit procedures within Accounts Payable to maintain internal controls;
- Prepares year-end tax requirements, identifying, recording, and reporting 1099 taxes to independent contractors and federal and state government in compliance with tax laws;
- Administers the Accounts Payable records retention system to ensure all documentation and appropriate approvals are obtained and audit requirements are met;
- Responds to College personnel questions relating to invoice and purchase order status, travel documentation, procedures, budget, corrections to G/L, AP training, check processing and distribution, purchasing, account status, and vendor problems;
- Assists with the registration process;
- Serves on committees as assigned by the President;

- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or GED required and 3 years progressively responsible accounts payable, bookkeeping, or accounting experience or an equivalent combination of education and experience;
- Associate degree and/or higher education experience preferred;
- Knowledge of reconciliation procedures;
- Excellent problem solving skills;
- Positive customer service orientation;
- Ability to communicate effectively;
- Experience with computerized accounting systems;
- Proficiency with PC's and associated software applications.

Work Environment

- Sedentary within a climate controlled environment with no exposure to work hazards.
- Walking, bending, good vision and hearing.

Special Requirements

- Ability to work evenings during registration or as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date