



JOB DESCRIPTION

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| Job Title: Accounts Payable/Cash Disbursement Coordinator | FLSA: Non-Exempt |
| Department: Business Services-Accounting | Date Revised: 6/7/2021 |
| Security Sensitive: Yes | Grade: B-24 |
| Reports To: CFO/Comptroller | |

Job Summary

Under the general direction of the CFO/Comptroller, responsible for all the accounts payable functions, ensuring the College maintains accurate and complete records regarding payments to vendors, students, and employees. Develops and maintains 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 of 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;
- Schedules and prioritizes work assignments/processes to ensure uninterrupted services throughout the year;
- Responsible for establishing and monitoring performance reporting for the accounts payable cycle;
- Leads the College in the implementation and designing of processes to increase the use of ACH payments and move to a paperless system;
- Ensures all checks written are approved by authorized personnel, coded accurately, paid to the proper payee with the correct amount and with the required documentation, and distributed as directed;
- Maintains general ledger, specialized ledgers, and/or various subsidiary ledgers according to an approved chart of accounts by posting entries, making adjusting 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;
- Responsible for developing new innovative processes that eliminate redundancy and optimize operational efficiencies while adhering to internal control policies;
- Prepares assigned year-end audit work papers and provides assistance to auditors as needed;
- Develops and implements audit procedures within Accounts Payable to maintain internal controls;
- Identifying, recording, preparing year-end tax documents, and reporting 1099 taxes to independent contractors and federal and state governments 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 and vendor questions relating to invoices and purchase order statuses, travel documentation, procedures, budget, corrections to G/L, AP training, check processing and distribution, purchasing, account statuses, and vendor problems;
- 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

- Associate’s degree or higher in finance, accounting, or other related field preferred with 3 years of progressively responsible accounts payable, bookkeeping, or accounting experience required (6 years preferred), or an equivalent combination of education and experience;
- Higher education experience preferred;
- Knowledge of reconciliation procedures;
- Knowledge/experience with ACH payments;
- Excellent problem solving and organizational skills;
- Positive customer service orientation with the ability to communicate effectively;
- Aptitude to establish and maintain a rapport with vendors and College staff;
- Experience with computerized accounting systems;
- Proficiency with PCs 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 busy periods 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