



Job Description

Accounts Payable Clerk

JD: 2002
Pay Grade: G04

Employment Status: Full-Time

FLSA Status: Non-Exempt

Education & Experience Required:

- High School Diploma or GED + three (3) year's related work experience OR
- Associate's Degree in related field + one (1) year related work experience

Direct Supervisor: Director of Fiscal Operations

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Office Setting, on-campus.

Certification: N/A

Job Summary: This position is responsible for all aspects of accounts payable, including processing of all purchase orders and check requests. This position supports the College's business operations by ensuring the timeliness and accuracy of posting of expenditures, processing of payments to vendors and supporting quarterly and year-end account closeouts.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Responsible for all aspects of accounts payable transactions including record maintenance.
- Ensure compliance with financial policies, procedures, and contractual agreements as related to accounts payable.
- Interact regularly with college personnel regarding compliance with college policies and procedures relating to the purchasing/accounts payable process.
- Prepare weekly accounts payable transaction batch in the accounting (Jenzabar) system; includes check printing and electronic payments.
- Complete monthly credit card reconciliation and prepare batch entry to post transactions in the accounting (Jenzabar) system. Coordinate with credit card holders to obtain any missing documentation.
- Maintain electronic files of paid purchase orders and check requests for present and prior years.
- Review open purchase order report and work with purchasers to resolve for quarter- and year-end close out.
- Conduct an annual analysis of all College contracted services accounts to determine 1099 status in accordance with IRS regulations. Upon completion of the analysis, prepare 1099's, forward to vendors and submit 1099's and 1096 to the IRS.
- Respond to requests concerning whether a payment has been made to a vendor.
- Correspond with vendors concerning payment documents and status.
- Assist college personnel with instruction on the accounting (Jenzabar) system.
- Reconcile and closeout account advances in accordance with college procedures.
- Assist auditors with accounts payable function.
- Assist with completing journal vouchers related to accounts payable.
- Dispense credit cards to employees for approved purchases.
- Serve as backup support to the Business Office to assist with student billing/payments and to process receipts for accounts receivables.
- Support procurement compliance with the maintenance of contracted services forms and general liability or worker's compensation certificates of insurance for current



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vendors. Provide the Worker's Compensation auditor the contracted services forms file and 1099's file for review and resolve any questions or discrepancies.

- Support procurement with entry and update of vendors into the accounting (Jenzabar) system.
- Support procurement with contract review to ensure vendor information is complete and for awareness of expected new vendors.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Perform other tasks and duties assigned by supervision.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of Accounting and automated accounting systems.
- Standard administrative and clerical procedures and systems.
- Internal Revenue Service regulations.
- Best practices pertaining to accounts payable processes.
- Computer software and databases used within department to include but not limited to Microsoft Office applications.

Skills

- Strong written and oral communications and relational skills.
- Strong organizational skills with attention to detail.
- Good public relations and customer service.
- Strong analytical skills.
- Good time management skills.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operating a variety of office equipment, including computer, printer, calculator, Fax, and copier.
- Establishing and maintaining effective working relationships with faculty, staff, and members of the public.

Abilities

- Communicating effectively in a wide range of situations.
- Maintain confidentiality.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.



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****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date