

JOB TITLE: Accounts Payable Specialist
DEPARTMENT: Finance & Administration
LOCATION: Union Campus
REPORTS TO: Business Office Manager

FLSA: Non-Exempt
LEVEL: 104
DATE: 11/4/19; 05/19/16

POSITION SUMMARY: Perform a variety of general accounting tasks related to the processing and maintenance of accounts payable records, invoices, student refunds, reimbursements, vendor statements, 1099's and financial reports. Serve as backup to the Payroll Specialist position.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associate's degree, prefer business or accounting and two year's related experience.

ESSENTIAL TASKS:(*Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*)

- Review invoices for appropriate documentation and approval prior to payment.
- Process purchase orders with invoices with all supporting documentation.
- Process bookstore invoices and credit memos.
- Process accounts receivables including student refunds, Direct loans, and Pell grants.
- Process incoming requisitions ensuring appropriate paperwork is included with checks.
- Reconcile vendor statements, research and correct discrepancies.
- Assist with tracking and maintain documentation for fixed assets and inventory items.
- File, maintain, and distribute accounting documents, records and reports.
- Respond to vendor and employee questions regarding invoices, purchase orders, requisitions, or payments in a timely manner.
- Prepare fixed asset capitalization forms with appropriate AP documentation.
- Compilation of information needed to apply for state and federal reimbursements.
- Investigate and resolve problems associated with processing of invoices and purchase orders.
- Match invoices to checks and distribute checks accordingly.
- Set up vendors for 1099 reporting and request W-9 forms as necessary
- Calculate and pay the Missouri Sales Tax.
- Sort and process incoming mail ensuring all necessary paperwork is included.
- Assist with payroll processing as a backup quarterly.
- Assist with monthly financial reporting for the Board of Trustees
- Assist with auditors as needed
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

KNOWLEDGE, SKILLS and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; general understanding of accounting practices and principles; knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling; ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy

environment with frequent interruptions; knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.

LEADERSHIP and COMMUNICATION SKILLS: Ability to communicate to convey or exchange general work-related information or service to internal or external customers; ability to understand oral and written directions; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.

DECISION-MAKING and ANALYTICAL SKILLS: Limited decision-making with the ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports; and/or ensure compliance with clear guidelines and standards;

EQUIPMENT/SOFTWARE: Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The following physical conditions and work environment may be encountered in this position:

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*