

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 Mo.	<b>Title</b> ACCOUNTS PAYABLE ACCOUNTANT
<b>Revised:</b> 12/5/2016	<b>Department</b> BUSINESS OFFICE
<b>Level:</b> Staff, Range 5	<b>IPEDS:</b> CLERICAL & SECRETARIAL
<b>FLSA:</b> Nonexempt	<b>Reports to</b> CONTROLLER

**POSITION SUMMARY**

The Accounts Payable Accountant ensures effective and efficient processing of accounts payable functions including receiving college bills; obtaining necessary approvals and processing invoices for payment in a timely manner; creating purchase orders; processing 1099's; and preparing, verifying, and processing reimbursements.

**MAJOR FUNCTIONS**

1. Receive invoices; obtain approvals as necessary and process payment requests.
2. Maintain the accounts payable records and files.
3. Review all checks written each month prior to the monthly Board of Trustees meeting.
4. Prepare purchase orders for college equipment and services purchases.
5. Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
6. Organize and maintain the office filing system filing correspondence and other documents as required, utilizing computerized database and spreadsheet programs in addition to manual systems.
7. Perform other related duties and responsibilities as assigned by the Controller and/or VP of Finance.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Associate's degree or three (3) years directly related full-time work experience is required.
2. Must be detail oriented and organized.
3. Thorough knowledge of accounting principles and procedures.
4. Ability to work independently with minimal supervision.
5. Ability to handle confidential material judiciously.
6. Ability to multi-task and work with deadlines.
7. Ability to work accurately and efficiently, despite multiple tasks and frequent interruptions.
8. Ability to devise or modify methods or processes to solve specific problems.
9. Ability to understand accounting practices to verify accuracy of and make corrections to accounts as needed.
10. Ability to maintain positive working relationships with college employees and the general public.
11. Ability to plan, implement, and coordinate assigned responsibilities effectively.

**EQUIPMENT/SOFTWARE**

1. Ability to operate computer equipment effectively utilizing word processing, spreadsheets, databases and the college accounting system.
2. Ability to operate a desktop calculator.
3. Excellent computer skills including Excel and Word. Knowledge of Access would be beneficial.

### **POSITIONS SUPERVISED**

Accounts Payable Assistant

### **WORKING CONDITIONS**

1. Indoor office environment with little exposure to excessive noise, dust, and temperature changes.
2. May sit at a workstation for up to four (4) hours at a time.
3. Public contact position requires appropriate apparel.

### **PHYSICAL DEMANDS**

1. Sedentary work involving sitting most of the time, but will occasionally involve mobility within the office and the building.
2. Lift, bend, reach and stoop to obtain or file ledger books, or other materials etc.
3. Sufficient dexterity to operate keyboard and desktop calculator.

### **CREATIVE AND ANALYTICAL SKILLS**

1. Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
2. Identify problems and develop recommended solutions for policies and procedures.
3. Ability to audit methods and procedures of accounts payable functions to improve efficiency.
4. Desire to update job knowledge by participating in educational opportunities, reading professional publications, and maintaining personal networks.

### **LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate diplomatically, clearly, and effectively both verbally and in writing with a wide variety of people.
2. Ability to effectively explain regulations, rules, and procedures regarding financial matters.