

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 Mo.	Title	ACCOUNTS PAYABLE ASSISTANT
Revised: 7/29/2016	Department	BUSINESS OFFICE
Level: Staff, Range 3	IPEDS:	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	ACCOUNTS PAYABLE ACCOUNTANT and/or CONTROLLER

POSITION SUMMARY

Responsible for assisting the Accounts Payable Department in all areas as needed. Maintain inventory records for the college. Create purchase orders; prepare, verify and process reimbursements; and maintain filing system.

MAJOR FUNCTIONS

1. Assist with accounts payable to include checking for accuracy, inputting data via computer, writing checks, keeping records, contacting vendors, and other duties as needed and coordinated with the Accounts Payable Accountant.
2. Assist with organizing and maintaining office filing system.
3. Prepare purchase orders as needed.
4. Assist employees with purchase order requests and invoice submissions on the online portal as needed.
5. Check for errors and/or omissions in documentation and request additional information from employees as needed.
6. Assist with data requested by auditors.
7. Cross-train on all areas of Accounts Payable.
8. Key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
9. Maintain inventory records of all College assets over \$100. Responsibilities include conducting physical inventories of equipment, furniture, and other physical assets; tagging or providing tags for assets; updating inventory as it moves to or from various offices; and providing records as needed for College employees and/or College Auditors.
10. Perform other related tasks as assigned by the Controller and/or VP of Finance.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's degree or two (2) years directly related full-time work experience is required.
2. Basic knowledge of accounting principles and procedures.
3. Ability to work independently with minimal supervision.
4. Must be detail oriented and organized.
5. Ability to handle confidential material judiciously.
6. Ability to maintain positive working relationships with college employees and the general public.
7. Ability to multi-task and work with deadlines.
8. 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. Excellent computer skills including Excel and Word (Access knowledge is beneficial).
3. Ability to operate a desktop calculator.

POSITIONS SUPERVISED

None

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.

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