

## POSITION DESCRIPTION

---

**JOB TITLE:** ACCOUNTS PAYABLE ACCOUNTANT

**DEPARTMENT:** BUSINESS OFFICE

**DIVISION:** FINANCE

**HOURLY WAGE:** \$12.89, COMMENSURATE WITH EXPERIENCE

**HOURS PER WEEK:** 40

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** ASSOCIATE VICE PRESIDENT OF FINANCE/CONTROLLER

**SCHEDULE DETAILS:** Start Date July 1, 2021 /12 MONTHS FULL – TIME / CLASSIFIED / RANGE 5

**DATE OF LATEST REVIEW/REVISIONS:** May 6, 2021

### 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.

### Essential Job Duties

- Receive invoices; obtain approvals as necessary and process payment requests.
- Maintain the accounts payable records and files.
- Review all checks written each month prior to the monthly Board of Trustees meeting.
- Prepare purchase orders for college equipment and services purchases.
- Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
- 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.
- Perform other related duties and responsibilities as assigned by the Controller and/or VP of Finance.
- Prepare, process and timely filing of annual required 1099 vendor reporting
- Performs other related duties as assigned by the appropriate administrator.

### Required Knowledge, Skills & Abilities

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

### Preferred Knowledge, Skills & Abilities

- One (1) year of related Administrative Assistant work experience.

### **Information Technology Abilities**

- Ability to operate computer equipment effectively utilizing word processing, spreadsheets, databases and the college accounting system.
- Ability to operate a desktop calculator.
- Excellent computer skills including Excel and Word. Knowledge of Access would be preferred.
- Ability to operate a personal computer within the Crowder College Network environment using Microsoft Windows operating system.

### **Positions Supervised**

- Accounts Payable Assistant

### **Working Environment**

- Indoor office environment with little exposure to excessive noise, dust, and temperature changes.
- May sit at a workstation for up to four (4) hours at a time.
- A neat appearance and appropriate business apparel are required.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical**

- Sedentary work involving sitting most of the time, but will occasionally involve mobility within the office and the building.
- Lift, bend, reach and stoop to obtain or file ledger books, or other materials etc.
- Sufficient dexterity to operate keyboard and desktop calculator.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Creative and Analytical Skills**

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

### **Language/Communication Skills**

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

\*\*\*CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.