Human Resource Services

Annual Salary Range: $59,466.85 - $87,451.00 Status: Exempt Position No:

Accountant III

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Employees in this job processes payments primarily to vendors with whom the University does business. Prompt payment allows the University to maintain good business relationships. The Accounts Payable Clerk III also protects University funds by insuring that invoices are accurate and that proper procedures have been followed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

- 25% Process invoices for payment.
- 20% Assist Purchasing Department in reviewing open purchase orders prior to each fiscal year end; Close purchase orders as appropriate
- 15% Resolve invoice/payment discrepancies by communicating with vendors and University employees.
- 10% Assist Purchasing Department in maintaining vendor files.
- 10% Answer questions from University employees regarding use of the financial software.
- 5% Maintain Accounts Payable files.
- 3% Match checks with appropriate documentation and prepare for disbursement by Cashier's Office
- 3% Review checks for accuracy of addresses and amounts; Correct problems
- 2% Print Accounts Payable checks
- 2% Reconcile vendor statements
- 2% Prepare documentation for both internal and external auditors or for submission to agencies
- 2% Print Student Accounts and Payroll Vendor checks
- 1% File Student Accounts and Payroll Vendor checks which are stored in the Accounts Payable Office

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Test various scenarios in Datatel Test Account when problems arise
Assist in preparation and maintenance of department manuals
Serve as backup Cashier during busy times
Special projects as needed such as:
Assist Purchasing Department in reviewing and entering vendor files during software conversion
Prepare and analyze results of End User Survey to identify retraining needs
Serve as member of Datatel Finance Committee
Take minutes of Datatel Finance Committee Meetings as needed
Sort and distribute department mail in absence of Administrative Assistant
Assist with Issuance of 1099
Review/Flag Invoices for Fixed Asset Categories

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Qualified individual must be able to compile data from vendor invoices and supporting documents to verify the accuracy of billings, compare invoices to purchase orders, verify receipt of goods, and enter vouchers for payment. Individual will be required to run vendor checks and student refund checks, assists in the maintenance of the computerized vendor files as well as maintain an efficient vendor filing system. Individual must be able to communicate effectively with internal and external entities

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Some College level accounting preferred. Graduation from a vocational/technical business or related school with an emphasis in accounting or business is preferred. A minimum of two years of work experience in Accounts Payable is required. A working knowledge of governmental and/or fund accounting is desirable.

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

None

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Must be able communicate effectively with internal and external entities

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

None

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.