

POSITION DESCRIPTION

JOB TITLE: ACCOUNTS PAYABLE ASSISTANT

DEPARTMENT: BUSINESS OFFICE

DIVISION: FINANCE

HOURLY WAGE: \$16.05

HOURS PER WEEK: 40

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: ACCOUNTS PAYABLE ACCOUNTANT

SCHEDULE DETAILS: CLASSIFIED STAFF/Grade 3

DATE OF LATEST REVIEW/REVISIONS: August 19, 2024

Position Summary

The Accounts Payable Assistant is responsible for assisting the Accounts Payable Department in all areas as needed. The position maintains the inventory records for the college; creates purchase orders; prepares, verifies and processes payments/reimbursements; and maintains filing system.

Essential Job Duties

- 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.
- Assist with organizing and maintaining office filing system.
- Prepare purchase orders as needed.
- Assist employees with purchase order requests and invoice submissions on the online portal as needed.
- Check for errors and/or omissions in documentation and request additional information from employees as needed.
- Assist with data requested by auditors.
- Cross-train on all areas of Accounts Payable.
- Key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
- Maintain inventory records of all College assets. 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.
- Perform other related tasks as assigned.

Required Knowledge, Skills & Abilities

- Associate's degree or two (2) years directly related full-time work experience.
- Basic knowledge of accounting principles and procedures.
- Ability to work independently with minimal supervision.
- Must be detail oriented and organized.
- Ability to handle confidential material judiciously.
- Ability to maintain positive working relationships with college employees and the general public.
- Ability to multi-task and work with deadlines.

- Ability to plan, implement, and coordinate assigned responsibilities effectively.

Information Technology Abilities

- Ability to operate computer equipment effectively utilizing word processing, spreadsheets, databases and the college accounting system.
- Excellent computer skills including Excel and Word (Access knowledge is beneficial).
- Ability to operate standard office equipment such as computers, desktop calculators, copiers, and telephones.
- Ability to use E-mail and associated calendaring/scheduling applications.
- Keyboard proficiency.
- Ability to use other computer programs as needed/required.

Positions Supervised

- None

Working Environment

- Work is performed primarily in an office environment and may involve frequent interruptions and distractions.
- Indoor office environment with little exposure to excessive noise, dust, and temperature changes.
- May require extended periods of time viewing computer monitor or standing.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to 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.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- Specific vision abilities required by this job include close vision.
- 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.

Language/Communication Skills

- Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.
- 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

***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.