GENERAL STATEMENT OF DUTIES:

Under the supervision of the Vice President of Administrative Services, perform all aspects of accounts payable according to standard accounting practices and procedures adopted by the College.

MAJOR RESPONSIBILITIES:

- Responsible for collection and organizing documents needed to process invoices and purchase orders for payment.
- Undertake matching of supporting documents with purchase orders.
- Professional interactions with vendors and campus staff in tracking down documents or responding to questions or concerns.
- Process travel advances and reimbursements.
- Ensures essential information are entered on the computer using POISE system.
- Make certain that accounts payable checks are printed and disbursed on time.
- Responsible for auditing and reconciling check register and check listing.
- Maintain/process vendor records, tax I.D.'s, and 1099's.
- Maintain all general office and accounts payable files.
- Checks and approves all vouchers for payment.
- Also prepares invoice deduction notices, as necessary.
- Audits freight against freight manifests.
- Answers all vendor inquiries.
- Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted.
- Prepares accounts payable checks.
- Prints all accounts payable reports and maintains all accounts payable files.
- Prepares analysis of accounts, as required.
- Assists in monthly closings.
- Manages credit card processes.
- Manages NTCC’s pool vehicles.
- Assists with accounts receivable and special projects, as necessary

MINIMUM QUALIFICATIONS:

Job Knowledge and Skill Requirements:
Must possess excellent organizational skills, computer skills, and phone etiquette; must be articulate, mature, and dependable with strong customer relation skills. Must understand people from all walks of life and be able to communicate with the effectively and professionally. Must be capable of handling office pressure and deadlines; can work quickly and accurately. Knowledge of and comfort with computerized accounting systems and efficiency in 10-key adding machine.

Physical and Mental Requirements:
Ability to maintain concentration level while dealing with interruptions; attention to details, with emphasis on accuracy in data entry; capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; standing; good listening skills; frequent stressful conditions; sitting for long periods of time; lack of mental impairment; frequent decision making ability.

Educational and/or Experience Requirements
High school diploma/GED required; minimum of three (3) years A/P experience; 10 key adding-machine required. Computer experience-3 years preferred. This is an inside office position with minimal safety/health hazard potential.

Signatures:

_________________________________________    ____________
Accounts Payable Specialist                        Date

_________________________________________    ____________
Controller                                          Date

_________________________________________    ____________
Vice President for Administrative Services         Date

_________________________________________    ____________
President                                           Date