

POSITION DESCRIPTION

JOB TITLE: Accounts Payable Clerk
DEPARTMENT: Business Affairs
REPORTS TO: Accounting Manager
FLSA STATUS: Non-Exempt
SUPERVISES: None

SUMMARY:

This is sub-professional accounting work in accounts payable. Work involves performing duties which require a working knowledge of accounting procedures and bookkeeping principles. Employees of this class work within established accounting systems and procedures. Work is reviewed by a technical superior for overall standards of performance and is subject to periodic audit. This position requires completion of a successful criminal background investigation.

ESSENTIAL FUNCTIONS/DUTIES:

1. Receive invoices from vendors, match paper invoices to delivery receipts (if applicable), match invoices to purchase order documents (if applicable), enter invoice information into institution's financial system, and produce payment checks to vendors.
2. Receive voucher aprons (requests for payment) from Bookstore, verify coded data matches supporting documentation, verify appropriate account numbers, enter invoice information into institutional financial system for payment to vendors, and produce payment checks to vendors.
3. Process expense statements for travel reimbursements, flex spending reimbursements, and for reimbursements to employees for miscellaneous expenses by matching submitted receipts/documentation to reimbursement requests.
4. Produce, reconcile, and mail form 1099's to payment recipients at end of calendar year, and submit related forms/electronic files with federal and state governments.
5. Reconcile athletic travel expense statements and prepare the journal worksheet for General Ledger.
6. Perform quarterly reconciliation of travel and per diem & fees reports to institutional accounting records and submit the corresponding two reports to the State of Georgia for fiscal year end.

MARGINAL FUNCTIONS/DUTIES:

- Perform routine clerical functions as related to position.
- Serve as backup for Cashier.
- Assist with student registration.
- All other duties as assigned within the scope of responsibility and skill required for the job.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Considerable knowledge of accounting procedures and bookkeeping principles.
- Considerable knowledge of modern office practices, procedures and equipment.
- Skill in the operation of keyboard, calculator and related office equipment.
- Skill in the operation of computing equipment and use of computing software, such as spreadsheet and word processing software.
- Ability to understand and utilize multiple well defined sub-systems within a large and complex accounting system.
- Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.
- Ability to establish and maintain effective working relationships with other employees, superiors and the general public.

Education and/or Experience

- High School Diploma or equivalent required; Associate or technical degree in Bookkeeping or Accounting preferred; or an equivalent combination of training and experience.