

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Accounts Payable Assistant I

DEPARTMENT: Business Office

DATE: July 27, 2017

SCHEDULE: 10-15 hours per week

FLSA: Non-exempt

REPORTING SUPERVISOR: Jill Holmes, Director

JOB FUNCTION:

Collects invoices, looks up vendor information, and enters invoices for payment for vendors and travel reimbursements. Scans various Accounts Payable documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, or responsibility requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage Of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	10%	Weekly	Looks up vendor identification numbers using Jenzabar Ex and legibly writes the vendor number on the invoices.
2.	35%	Weekly	Performs data entry of invoices for payment using Jenzabar EX.
3.	10%	Weekly	Delivers invoices and check copies to the Secretary of the Vice President of Administration and Vice President of Administration for review and signatures. Delivers to Carbon Copy as needed.
4.	20%	Weekly	Efficiently scans all invoices and check copies, and other AP related documents as needed, using Perceptive Content.
5.	10%	Ongoing	Using interpersonal communication skills, courtesy, tact, reasoning skills and an understanding of the college's various payment plans, policies and procedures, attends the front counter, and assists students with payment plans, billing information, financial aid information, obtains student signatures, and collects cash payments, keying them into the Jenzabar EX computer system and issuing a receipt. Assists other office staff members with student mass mailings by folding and stuffing statements into envelopes. Using the telephone and communication skills, settles payment disputes with vendors, faculty and staff. Assists with filing copies of the statements into student folders in the manual filing system.
6.	10%	DAILY	Respectfully, efficiently and professionally answer phones and provide good customer service to callers. Greets every business office customer with a helpful attitude. Understands the confidentiality requirement of all transaction, discussions and information within the business office.
7.	5%	Monthly	Assists office staff with packing and carrying boxes of files from and to 3 rd floor storage. Assists office staff with file storage and labeling. Helps with recycling and keeping business office work area clean and in order.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read for reviewing invoices, purchases orders, and support documentation when preparing invoices for payment; editing data entry; and comparing checks to invoices for accuracy.
2. Ability to exercise discretion and use judgment for reviewing payment of travel reimbursements, and bringing questionable

items to the attention of supervisor.

3. Ability to maintain a meticulous manual filing system in order to properly maintain documented proof of college expenditures.
4. Attention to detail for providing accuracy of payment, discovering questionable/unauthorized expenditures, and errors in calculations, thus safeguarding the assets of the college.
5. Ability to type for keying in computer data.
6. Knowledge of accounting rules in order to properly debit and credit accounts for expenses and credit memos.
7. Ability to use a calculator to add up the payment amount due to a vendor for multiple invoices, add up batch totals for data entry, and verify accuracy of checks generated.
8. Ability to use a copy machine to make copies of all invoices to be sent with checks for obtaining proper credit from vendors.
9. Good math skills are necessary to add, subtract, multiply and divide when computing payment amounts and calculating discounts.
10. Ability to set goals, organize workload, and work under pressure, in order to meet weekly payment deadlines.
11. Ability to use an IBM printer for printing reports.
12. Ability to use Jenzabar EX computer system and terminal for entering invoices for payment.
13. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
14. Must exhibit professional courtesy and good customer service.

PHYSICAL REQUIREMENTS:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.