

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Accounts Payable Assistant I

DEPARTMENT: Student Financial Services

DATE: July 18, 2016

SCHEDULE: 10-15 hours per week

FLSA: Non-exempt

REPORTING SUPERVISOR: Jill Holmes, Director

JOB FUNCTION:

Collects and processes invoices for payment for vendors and travel reimbursements.

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%	Ongoing	Using the computer and software looks up vendor identification numbers and writes it on the invoice. Prepares invoices for payment by comparing purchase orders and receiving reports to invoices. Verifies authority to pay by reviewing signed purchase orders and checking for the authorized signature on the front of each invoice. Checks amounts by adding up the invoices on a calculator to get a grand total to be paid to each company, then sorts each charge by account number.
2. 35%	Weekly	Using a keyboard and Jenzabar EX computer system and terminal, performs data entry of invoices for payment. Edits data entry of invoices checking for accuracy of account numbers, payment amounts, and payees. Assists Accounts Payable Coordinator with uploads, booking posting journals and void documentation.
3. 10%	Weekly	Using each printed check and its corresponding invoice, compares the two for accuracy by looking at the information contained on each. Using a stapler, attaches a copy of each printed check to the front of its corresponding invoice. By walking, delivers the invoices, with the copy of the check attached, to a the Secretary for the Vice President for Administration for review and inclusion in inventory. Using a signature stamp and a stamp pad, stamps checks less than \$2,000 with two signatures. Using a signature stamp and a stamp pad, stamps checks in excess of \$2,000 with one signature, and, walking, takes them to the Vice President for Administration for his signature. Using a stapler, attaches back-up documentation to the checks and, using hands, stuffs them into an envelope for mailing. Delivers to Carbon Copy as necessary.
4. 20%	Weekly	By bending, squatting, standing and lifting, meticulously files copies of the checks, their corresponding invoices, and other related back-up into a manual filing system of vendor files.
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 carrying boxes of files from and to 3rd 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. Ability to use an electric typewriter for preparing non-computer generated checks and typing envelopes.
7. Knowledge of accounting rules in order to properly debit and credit accounts for expenses and credit memos.
8. 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.
9. Ability to use a copy machine to make copies of all invoices to be sent with checks for obtaining proper credit from vendors.
10. Good math skills are necessary to add, subtract, multiply and divide when computing payment amounts and calculating discounts.
11. Ability to set goals, organize workload, and work under pressure, in order to meet weekly payment deadlines.
12. Ability to use an IBM printer for printing reports.
13. Ability to use Jenzabar EX computer system and terminal for entering invoices for payment.
14. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
15. Must have completed a FAFSA form (Financial Aid) for the current academic semester.
16. 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.