DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Accounts Payable Coordinator  
DEPARTMENT: Student Financial Services

DATE:  May 1, 2016  
SCHEDULE: Regular, Full-time, 12 months, M-F, 8-5

REPORTING SUPERVISOR: Director of Business Services  
FLSA: Non-exempt  
IPEDS: 43

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, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 25%</td>
<td>Ongoing</td>
<td>Prepares and enters invoices for payment. Verifies authority to pay by current policy. Checks for authorized signature on the front of each invoice or check request. Validate amounts using ten key calculator. Verifies invoice with purchase order amounts and accounts. Considers discounts, payment terms and complete check stub descriptions.</td>
</tr>
<tr>
<td>2. 35%</td>
<td>Ongoing</td>
<td>Runs edits of posting journals. Verifies each entry for accuracy of account numbers, payment amounts; payees and correct dates. Posts edits. Prints checks with micr laser printer. Captures posting journals, check edits, check registers and DB’s into Perceptive Content Imaging Software. Runs electronic payments. Uploads AP checks into bank positive pay software and AR Refunds to Higher One. Uses Arbiter RefPay to pay officials. Reconciles travel advances. Submits batches of checks to the CFO or Vice President for Administration for signature on checks. Attaches back-up documentation to the checks and stuffs them into an envelope for mailing. Files Missouri Entertainer Tax report quarterly.</td>
</tr>
<tr>
<td>3. 10%</td>
<td>Annually</td>
<td>Maintains information for 1099 tax forms. Generates, sorts, creates tax forms 1099. Uploads 1099’s to the Internal Revenue Service electronically and distributes 1099 copies to recipients. Collects signed W9’s or W8’s for vendors. Sends 1099/MO96 to State of Missouri. Keeps copies of all for Drury archives. Works with work comp auditor.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Settles payment disputes with vendors, faculty and staff. Reconciles vendor statements. Separates payroll from independent contractors.</td>
</tr>
<tr>
<td>5. 5%</td>
<td>Ongoing</td>
<td>Enters and voids checks in computer and online banking system bi-monthly. Reviews outstanding checks on the monthly bank reconciliation to determine if stale checks should be actively pursued to find recipient.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>Ongoing</td>
<td>Meticulously files copies of the checks, their corresponding invoices, and other related back-up into a manual filing system of vendor files.</td>
</tr>
<tr>
<td>7. 5%</td>
<td>Ongoing</td>
<td>Prepares schedule for auditors detailing a current listing of outstanding credit memos and invoices. Verifies outstanding purchase orders for payments, partial orders shipped, amount outstanding or deletions. Assists auditors by pulling supporting documentation for fixed assets, construction projects and tracking journal entries.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Ongoing</td>
<td>Maintains department supplies by ordering items using campus procedures. Assists other staff members with staff mailings or other projects needing assistance.</td>
</tr>
</tbody>
</table>
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. Associates degree or equivalent, plus experience working in an accounts payable position, or an equivalent combination of education and experience. Accounting degree and experience preferred.
2. Two years of experience in computerized accounts payable, in order to have a working understanding of accounting for accounts payable, processing of invoices, data entry of payables on a mainframe computer system; and to produce accurate and timely checks.
3. 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.
4. Ability to exercise discretion and use judgment for reviewing payment of travel reimbursements, and bringing questionable items to the attention of supervisor.
5. Knowledge of accounting rules in order to properly debit and credit accounts for expenses and credit memos.
6. Ability to maintain a meticulous manual filing system in order to properly maintain documented proof of university expenditures.
7. Attention to detail for providing accuracy of payment, discovering questionable/unauthorized expenditures, and errors in calculations, thus safeguarding the assets of the university.
8. Ability to type for keying in computer data.
9. Ability to use Microsoft Word for mass mailings for letters and envelope labels.
10. 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.
11. Ability to use a copy machine to make copies of all invoices to be sent with checks for obtaining proper credit from vendors.
12. Good math skills are necessary to add, subtract, multiply and divide when computing payment amounts and calculating discounts.
13. Ability to set goals, organize workload, be flexible, and work under pressure, in order to meet weekly payment deadlines.
14. Ability to use Jenzabar EX and terminal for entering invoices for payment.
15. Ability to use basic Microsoft Excel including some formulas.

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.