Position Description

Position:  **Account Payable Clerk**  
Department:  **Finance Office**  
Contract:  **12 Months/Hourly**  
Supervisor:  **Chief Finance Officer**

**DUTIES & RESPONSIBILITIES:**

**Responsibility:** is to provide financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

**DUTIES INCLUDE;**

- Reviews & Verifies; all invoices, check requests, and purchase orders for accuracy including proper coding, making sure proper authorization has been followed, and checking the amount to make sure it’s correct.
- Enters all invoices into the accounting system.
- Prepares & Processes all invoices for payment, performs check runs on a weekly basis.
- Prepare & Processes any manual checks, as needed. This includes process of the voucher for payment and updating the accounting system.
- Obtains proper signatures of vendor checks.
- Monitors accounts to insure payments are current.
- Researches and resolves invoice discrepancies and other issues.
- Researches and resolves payment discrepancies.
- Corresponds with vendors and SGU Internal departments. Responding to vendor or department inquiries.
- Maintains an accurate, organized, and confidential filing system of all Accounts Payable.
- Reconcile; Monthly statements, and end of the year closings.
- Assist with annual Audits.
- And, any other duties as assigned by the CFO.
CONFIDENTIALITY: The Sinte Gleska University Accounts Payable Manager agrees to maintain strict confidentiality regarding FERPA, HIPPA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

QUALIFICATIONS: Seeking a professional responsible individual with an AA degree in Business or working towards a BA degree in Business, or has an equivalent combination of both training and experience; in the Finance field or three years of experience in the accounts payable field. Being a team player, but also being self-motivated is key, this is to insure that all functions of the Finance office run smoothly & efficiently. Individual must have knowledge of; general mathematics, accounting software, general office equipment, and computer proficient; specifically working well with Microsoft Office programs. Individuals must have organizational skills, an eye for detail, can work well under pressure. Individual must be professional and courteous as you will be working with students, staff, faculty, and vendors.

*****ACKNOWLEDGEMENT*****

By signing below you have acknowledged that you have met with your supervisor, and have discussed and understood the duties set forth in the Job Description.

________________________________________
Employee Signature

________________________________________
Supervisor Signature

__________________________
Date

__________________________
Date