

POSITION DESCRIPTION

Position Title: Accounts Payable Clerk	Number: 0023.FO	FTE: 1.0
Classification: Classified non-exempt	Report To: Associate Vice President F&O	Date: 06/26

General Description and Purpose

The Accounts Payable processes and maintains records of all payments owed by the college to vendors, contractors, service providers, employees, and other entities. This includes verifying invoices, matching purchases to approved purchase orders, ensuring proper account coding, obtaining necessary approvals, and issuing payments.

Primary Functions/Responsibilities

1. Operation of accounts payable system- all funds.
 - a. Ensure vendors and service providers are paid accurately and on time.
 - b. Verify expenditures are authorized and supported by appropriate documentation.
 - c. Ensure expenses are charged to the correct fund, department, grant, or budget account.
 - d. Verify account coding and budget availability.
 - e. Comply with Kansas statutes, board policies, grant requirements, and accounting standards.
 - f. Maintain accurate financial records for audits and financial reporting.
 - g. Process vendor invoices and payment requests.
 - h. Match invoices to purchase orders and receiving documentation.
 - i. Monitor outstanding liabilities and reconcile Accounts Payable records.
2. Assist in accounting for all disbursements and receipts.
3. Assist in processing of financial reports.
4. Back-up payroll clerk when absent.
5. Responsible to the Vice President of Finance and Operations to alert if any potential problem areas rise.
6. Work with auditors to supply information on accounts payable in the preparation of the annual audit.
7. Prepare and maintain records for IRS Form 1099 reporting.
8. Other duties as assigned by the Vice President of Finance and Operations Office.

Coordination and Accountability Tasks

Associate Vice President of Finance and Operations

Supervises the Following Staff

None

Required Knowledge, Skills, Abilities, and other Characteristics

1. Knowledge of accounting.
2. Knowledge of fund accounting.
3. Knowledge of data processing.
4. 10 key applications.
5. Communication skills, both written and verbal.
6. Analysis of accounts skills.
7. Strong work ethic with the ability to be responsible and work well with people.
8. Attentive to details.

Experience

Two years experience in computerized data entry and accounting.

Education

1. Associate's or Bachelor's Degree in Accounting, Business Administration, Finance, or a related field required.

Certifications and/or Licensure

None

Work Conditions/Environment

Office setting

Other

None

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature