Saint Michael's College
Job Description

Job Title: Accounts Payable Specialist

Department: Auxiliary Services

Supervisor or Manager: Director of Purchasing and Auxiliary Services

Date Created: 5/27/05  Last Revised: 5/27/05  FLSA Status: NE

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• All bills/invoices incurred by the College are processed in an efficient, accurate and timely manner
• Accurate and organized files are maintained on all vendors
• Payment questions are effectively researched and resolved
• Purchasing Card transactions, with an annual amount of $1-2 million, are monitored

Essential Duties and Responsibilities:
• Reviews, monitors and pays invoices for College, with a total annual invoice amount of $3-5 million
• Keys and runs payments of accounts payable as supplied, issues “stop payments” as needed
• Verifies all amounts before and after checks are machine processed
• Keeps quarter-to-date, year-to-date and all related files for both current and prior fiscal years
• Maintains files of all outstanding purchase orders, records of payables and related accounts payable/vendor files
• Audits invoices with purchase orders for accuracy of pricing, quantities, units of measure, extensions and totals
• Enters local fund vouchers and all travel vouchers, ensuring accuracy and completeness of all required documentation
• Prepares, calculates, checks, codes, summarizes, processes and posts an intricate variety of detailed ledgers both on and off the computer
• Matches invoices/reimbursements to proper purchase orders and distributes invoices to various departments for processing
• Reviews and files all travel requests for proper authorization and matching of travel requests with travel vouchers
• Tracks campus-wide travel expenditures and prepares reports for departmental review
• Ensures timely payment of travel expenditures and reconciles the billing statements on a monthly basis
• Audits and enters local and state vouchers as necessary
• Monitors the daily printing of vouchers and controlled disbursement checks, and resolves any minor technical/procedural problems
• Provides assistance to vendors and other departments for the resolution of problems
• Assist auditors as required
• Helps in other areas of the department as needed

Secondary Responsibilities:
• Trains others to use the Accounts Payable module of Datatel
• Prepares annual tax reporting of W9 and 1099MISC
• Drafts “due diligence” correspondence and issues refunds for outstanding checks

Positions Supervised:
• Work-study student (1)

Major Contacts:
• Administrators
• Faculty
Demonstrates Excellence:
• Maintains a comprehensive, advanced level understanding of Datatel, and makes self available to help others
• Pays close attention to detail in all aspects of work
• Has keen analytical capabilities that contribute to continual improvements within the Accounts Payable function
• Displays highly effective communication and customer service skills when interacting with all contacts
• Handles dealings tactfully and professionally with all co-workers, vendors, and auditors
• Understands well and respects the budgetary implications of all actions taken

Education and Work Experience:
• Associate’s degree or equivalent combination of education and experience

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required.

Language and Literacy Skills:
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:
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Licenses, Certifications and Other Requirements:
• None required

Physical Demands:
• Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Accounts Payable Specialist, the employee is occasionally required to lift and/or move up to 26-50 pounds.
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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Ability to type and enter data accurately
- Capacity to get along well with others
- Flexibility to work a defined schedule and also work overtime as required
- Capability to follow directions, meet deadlines and work well under stressful conditions
- Availability to attend Datatel training as needed

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.