



Accountant
Business and Financial Services

BFS/6

JOB SUMMARY

This position performs clerical duties in support of the college's accounts payable functions.

MAJOR DUTIES

- Processes invoices for payment.
- Resolves discrepancies between invoices and statements, purchase orders, and shipments.
- Verifies expense reports for reimbursement.
- Identifies and communicates to department personnel concerning lost or delayed expense reimbursements.
- Routes miscellaneous invoices to departments for approval of payment.
- Answers telephone; provides information and assistance.
- Verifies new vendor information with the IRS.
- Processes voids and stop payments.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of college accounts payable policies and procedures.
- Skill in the provision of customer services.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Business Services Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Board of Regents policies and procedures and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform clerical duties in support of the college's accounts payable functions. Success in this position contributes to the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other college employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.