



**WILLIAM JESSUP
UNIVERSITY**

JOB TITLE: Accounts Payable
DEPARTMENT: Business Office
SUPERVISOR: Assistant Controller
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

To act as the support for the University's Accounts Payable function along with other duties assigned. Responsible for compiling amounts owed by the University to vendors, suppliers, or other organizations/individuals and preparing payments. Gathers payment request forms, employee reimbursement requests, receipts, etc. and maintains all payment and/or other transaction records. Has knowledge of commonly-used concepts, practices, and procedures within the accounts payable field.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receive and distribute invoices to appropriate departments within the University
2. Review all invoices for appropriate documentation and approval prior to payment
3. Input all payment requests into the accounting system while checking the accuracy of the payment requests
4. Print checks, obtains signature(s), and mail or distribute checks
5. Maintain vendor files
6. Respond to inquiries and resolve any invoice discrepancies
7. Distribute W-9 forms to all new 1099 candidates and process 1099 forms
8. Prepare and verify deposit documents
9. Reconcile credit card accounts and suspense accounts
10. Manage and reconcile petty cash fund
11. Consult with supervisor regarding major policy decisions, major expenditures and unusual problems
12. Perform other duties as needed and assigned by the Assistant Controller

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Two year or four-year college degree in Accounting/Business or equivalent education or requisite experience

REQUIRED KNOWLEDGE/EXPERIENCE:

- Knowledge in areas related to accounts payable
- Proficiency in Microsoft Excel, Microsoft Word and Google applications
- Knowledge of accounting software helpful (MS Dynamics GP)

SKILLS/ABILITIES:

- Excellent communication skills both verbal and written, interpersonal skills, problem solving skills and a strong team player
- Strong attention to detail, excellent organizational skills and ability to effectively prioritize work to meet deadlines

- Ability to work independently and have a strong understanding of the theoretical and practical components of the position apart from just being familiar with performing assigned tasks

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date