



JOB TITLE: Accounts Payable Assistant
DEPARTMENT: Business Office
SUPERVISOR: Accountant
FLSA STATUS: Non-Exempt (Part Time/20 hours)

MAJOR PURPOSE

This position assists the University's Accounts Payable function. Assists with organizing and processing payables documentation for payments to vendors, suppliers, or other organizations/individuals. Gathers payment request forms, employee reimbursement requests, receipts, etc. and assists with maintaining payment and other transaction records.

The pay range for this position is generally: \$20-\$21/hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

This position is part time, 20 hours per week and 100% in-person, on-campus.

ESSENTIAL FUNCTIONS

- Receives and distributes invoices to appropriate departments within the University
- Reviews invoices for appropriate documentation and approval prior to payment
- Inputs payment requests into the accounting system while checking the accuracy of the payment requests
- Enters employee reimbursements, manual payments, and debit card usage into the accounting system
- Accurately maintains vendor files
- Responds to inquiries and resolve any invoice discrepancies
- Checks up on monthly company credit card documentation as needed
- Distributes W-9 forms to new vendors and ensure information for 1099 processing is accurate
- Prepares monthly state reporting regarding new vendors
- Prepares 1099 year-end reporting
- Verifies/counts cash for deposits
- Deposits checks through the remote deposit scanner
- Scans donation support for electronic filing
- Assists with direction of student workers as needed
- Consults with supervisor regarding major policy decisions, major expenditures and unusual problems
- Performs other duties as needed

QUALIFICATIONS

Education/Certifications

- High school diploma, GED, or equivalent required. Certificate in accounting, finance, or related field a plus

Required Knowledge/Experience

- 1-2 years relevant 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

- Appreciates routine tasks
- Excellent attention to detail
- Excellent communication skills both verbal and written, interpersonal skills, problem solving skills, and a team player
- Excellent organizational skills and ability to effectively prioritize work to meet deadlines
- Ability to work independently

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University 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 20 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. 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date