



Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Manager of Accounts Payable
Accounting Services
Regular Full-Time Position
Position Number 549020**

General Description

The Manager of Accounts Payable reports to the Director of Accounting Services and is responsible for supervising the accounts payable function, including such activities as the timely payment of all vendor invoices and expense vouchers and the maintenance of accurate records and control reports. The Manager also supervises the data entry clerk who inputs Banner Student information for accounting services and coordinates the daily, weekly and monthly processing of Banner reports.

Primary Duties and Responsibilities

- Review all payments made by accounts payable on a daily basis ensuring the accuracy and validity of such payments.
- Ensure all payments such as payments to vendors, travel and miscellaneous reimbursements to employees, payments for personal service contracts, utility payments, etc. have been approved by appropriate administrative levels and that proper policies and procedures have been followed in making payments.
- Coordinate running of daily Banner Finance report cycles to capture accounting information from other systems, feed to the Banner Finance system and produce check runs and reports for student disbursements and vendor payments.
- Coordinate running of weekly Banner Finance report cycle to ensure all current data is archived for easy retrieval for report production.
- Coordinate running of monthly Banner Finance report cycle to produce monthly reports that are filed and retained for auditing purposes and distribute departmental reports to each department for their review.
- Receive all tapes created for report archival on microfiche. Ensure that tape is sent for processing, is correct upon return and is properly distributed to users.
- Play a major role in closing of yearly Banner Finance accounting system. This function includes reviewing all outstanding encumbrances for their validity, ensuring goods received on or prior to June 30 are properly booked as payables, scheduling the processing of numerous Banner Finance reports for year-end closing, ensuring all feeds from other subsystems are fed to the year-end files at the proper time and that all journal vouchers have been entered in a timely manner. Also schedule the computer runs that will open the new year financial files and ensure by daily review of Banner Finance reports that data has been entered in the correct year during this time period.
- Review upgrades to the Banner Finance system issued by SCT to ensure any items affecting accounts payable and Banner Finance reports are correct on our system.
- Review and correct 1099 information quarterly for preparation of yearly 1099 reporting.
- Prepare the 1099 reports and run yearly tax forms.
- Prepare documentation for transfer of funds and their account distribution for all payrolls.
- Transmit tax payment information to IRS for FICA, FICAMED and withholding.
- Coordinate with computer services the implementation of or revision of programs for reporting purposes.
- Produce FOCUS reports, EXCEL spreadsheets and transactions reports when requested.
- Resolve vendor problems.

Primary Duties and Responsibilities Continued

- Explain monthly financial reports and transactions to university personnel as requested.
- Troubleshoot problems that may occur in FRS activity.
- Reconcile accounts payables on a monthly basis.
- Maintain various campus publications related to accounts payable/travel procedures.
- Work closely with the purchasing department concerning vendor problems and the implementation of systems affecting accounts payable.
- Ensure paper inventory for printers and copiers are adequate and report problems with equipment.
- Ensure check stock is adequate and place orders as needed.
- Serve as registration cashier for on-campus and Ft. Campbell Center registrations.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a 10-key calculator, personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively supervise the accounts payable activities and coordinate office functions and details essential to the efficient operation of the accounts payable area.
- Ability to prepare and process records and reports accurately.
- Ability to coordinate and schedule processing requirements for complex automated systems.

Required Minimum Qualifications

- Bachelor's degree with a concentration in business or accounting.
- Two years of work experience involving accounts payable.
- Previous supervisory experience.
- A background and credit history check will be required for the successful applicant.

Additional Preferred Qualifications

- Previous experience with higher education accounting and SCT's FRS or Banner systems.

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