MACC MOBERLY AREA COMMUNITY COLLEGE
Real Life. Real Knowledge. Real People.

Job Description: Accounts Payable Specialist

The Accounts Payable Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Assistant Director of Business Services or as designated by the Director of Business Services.

Description:
This position is responsible for the processing of travel vouchers, requisitions, purchase orders, disbursements, and other office functions, in cooperation with the other Business Office personnel. This is a full-time, 12 month, salaried, FLSA non-exempt position covered by social security and the Public Education Employee Retirement System of Missouri (PEERS).

Qualifications:
The position requires bookkeeping, organization, communication, and computer skills as well as attention to detail. Prior accounts payable experience and an Associate's degree are preferred. This position also requires the ability to be available to work short-notice overtime as needed and to travel to conferences or training sessions that could require an over-night stay.

The Accounts Payable Specialist shall:

1. Create purchase orders and distribute purchase order number information to the requisitioner for ordering;
2. Match invoice/vendor statement information to the purchase order;
3. Enter invoice/vendor statement information in the purchase order system for payment;
4. Process checks for accounts payable and student refunds;
5. Create the monthly Bill Listing for the Board of Trustees meetings;
6. Create and update vendor records;
7. Complete credit applications for potential vendors;
8. Solicit and maintain current W-9 information for all active vendors;
9. Solicit and maintain W-9S information regarding students;
10. Maintain employee professional travel requests and process travel vouchers;
11. Track IRS reportable meals;
12. Maintain sign-out sheets for specific Visa, Wal-Mart and Westlake cards;
13. Maintain accounts payable filing system including the scanning of documents;
14. Maintain credit memo information and apply credit memos to invoices as appropriate;
15. Assist with scanning student records for the Business Office;
16. Maintain a check log of incoming checks and mail distribution within the office;
17. Assist with maintaining an up-to-date operations manual for the Business Office;
18. Be involved with the departmental self studies and the assessment process;
19. Be available to work short-notice overtime as needed;
20. Perform other duties as assigned by the Assistant Director of Business Services or the Director of Business Services.