

Seward County Community College
Structured Compensation - Job Description
Accounts Payable Clerk

Data Year: 2015

Prepared On: 12/06/2017

Department:	Finance And Operations	Grade:	7
Reports To:	Dean of Admin Services	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dean of Admin Services	Effective Date:	04/10/2008
		Revised Date:	04/10/2008

Role:

This position is responsible for paying all payables and managing encumbrances of the college, except for payroll.

Essential Functions & Responsibilities:

- E 30% Creates purchase orders from approved requisitions.
- E 30% Processes invoices and purchase orders for payment.
- E 30% Processes checks/ACH payments to vendors.
- E 5% Communicates with vendors and college staff regarding items submitted.
- N 5% Performs other duties as needed or assigned.

Performance Measurements:

1. To assure accurate and timely payment of college payables via a computerized accounting system.
2. To maintain documentations files for payables that are current and accurate.
3. To verify accuracy of data received/entered.
4. To understand and interpret vendor invoices, statements, and other requests for payment.
5. To be bondable.

Knowledge and Skills:

- | | |
|----------------------|--|
| Experience | Six months to two years of similar or related experience. |
| Education | Associate Degree in Business, preferred. Minimum of HS Diploma. |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. |
| Other Skills | Working knowledge of Microsoft Office products (Excel and Word). General accounting principles as related to accounts payable. Ability to coherently communicate via written and oral methods. |

Physical
Requirements

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Work Environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature