



## **Accounts Payable Clerk, Staff, California Northstate University**

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|----------------------------|--------------------------------------------------------|
| <b>POSITION TITLE:</b>     | Accounts Payable Clerk                                 |
| <b>REPORTS TO:</b>         | Business Office Manager                                |
| <b>WORK SCHEDULE:</b>      | Monday – Friday,<br>Normal Business Hours<br>full time |
| <b>JOB CLASSIFICATION:</b> | Non-Exempt- Staff                                      |
| <b>PAY:</b>                | \$26.00-\$30.00/ Hour                                  |

### **Position Summary**

This position is responsible for performing a range of accounting and clerical tasks related to the accounts payable function. This position will also be responsible for applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and produce timely financial statements and reports for the company.

The position requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenges. The candidate will need to process strong problem solving skills, work ethic, organizational skills, and attention to detail, decision making skills and ability to work with others. This position will support various aspects of the financial cycle including, but not limited to, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

### **Essential Functions**

- Review and enter all accounts payable invoices received via mail and email for all entities into the system.
- Obtain W-9 and New Vendor Set Up forms as needed for new accounts.
- Research and troubleshoot duplicate &/or problematic invoices.
- Provide customer service to all entities (faculty/staff/students) as needed.
- Assist in the month-end, quarter-end, and year-end closing processes.
- Prepare, review, and analyze monthly financial statements.
- Prepare month-end journal entries.
- Perform monthly reconciliations.
- Assist with budget preparations.
- Process accounts payable in a timely manner for all entities
- Assist with tax documentation.
- Assist with the preparation and coordination of external audits.
- Receive requests for materials and equipment and prepare purchase orders accordingly.

- Process and reconcile AMEX credit card.
- Generate 1098's and 1099s.
- Perform data entry, data collection, routine communications with college representatives and employees.
- Scan and file all documents for the CFO, Accounting, and Business Office
- Maintain confidentiality of the University's records
- Other duties as assigned.

### **Education and Experience:**

1. Bachelor's degree preferred, but not required.
2. At least two years of high-volume accounts payable experience preferred.
3. Experience with Great Plains preferred.

### **Knowledge, Skills, Abilities:**

- Strong data entry skills
- Excellent verbal & written communication skills
- Must be able to work independently with minimal supervisor
- Must be able to research, problem solve and identify solutions
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- 2-3 years of high volume accounts payable experience preferred
- Proficient in Excel or various accounting software's
- Previous Accounting experience (preferably AP)
- Intermediate Excel skills
- Strong initiative and great problem solving skills
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities
- Great Plains
- Bachelor degrees in accounting/business preferred but not required

### **Supervisory Responsibilities**

1. Not applicable. The Accounts Payable Clerk Reports to the CFO & Business Office Manager.

### **Working Conditions**

Working conditions for this role include a primary location located in an office environment, within an academic setting. The work environment may include business offices, lecture halls, research laboratories, clinical settings, and conference rooms.

- Interpersonal Relationships
  - Medium level of social contact. This position may work with customers, other accountants and auditors, and office staff.
- Communication via e-mail, telephone, and face-to-face discussions are required.

## **Physical Demands**

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu) This email address is being protected from spambots. You need JavaScript enabled to view it. . Review of applicants will begin immediately and will continue until position is filled.

***California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status."***