

Lead Accounts Payable Clerk

Date:	January 2019
Department:	Business Office
Reports To:	Controller
Purpose:	Complete timely payments and control expenses by receiving, processing, verifying, and reconciling invoices.
Indicators of Success:	<ul style="list-style-type: none"> ▪ All approved invoices, expense reports, and check requests entered into the electronic Accounts Payable (AP) system within 3 days of receipt. ▪ Employee credit card statements (35) processed by the fifth business day of the month. ▪ Vendor payments timely made, thereby avoiding late fees and preserving an excellent institutional credit rating.
Areas of Responsibility:	<p>Coordinates and performs routine functions of the department relating to expenses and cash disbursements.</p> <ul style="list-style-type: none"> ➤ Reviews, reconciles, prepares, and inputs invoices, expense reports, check requests and credit card transactions in the AP sub ledger. ➤ Pays vendors by monitoring discount opportunities; verifying Federal Employer Identification Numbers (FEIN); preparing checks; resolving invoice or payment discrepancies and documentation ➤ Files and maintains all disbursement documentation. ➤ Monitors postage due/business reply accounts and journalizes activity quarterly. ➤ Submits quarterly City of Dubuque “franchise fee” refund requests. ➤ Maintains vendor W-9 information file. ➤ Reviews and generates 1099-MISC forms in January. <p>Operates and supports institutional daily operating procedures.</p> <ul style="list-style-type: none"> ➤ Maintains business office cash float and petty cash systems. ➤ Corresponds with vendors and employees via phone and emails in a courteous, timely and appropriate manner. ➤ Performs other job related duties as required.
Key Skills and Knowledge Requirements	<ul style="list-style-type: none"> ➤ Strong commitment to Christian Higher Education. ➤ Active Christian lifestyle consistent with employee handbook. ➤ Minimum 2 years in office/clerical position; 1 year in accounts payable. ➤ Commitment to customer service excellence. ➤ Excellent verbal and written communications skills. ➤ PC skills essential; good working knowledge of MS Word and Excel. ➤ Strong keyboarding and calculator skills. ➤ Attention to detail and well organized. ➤ Ability to read handwritten or typed documents. ➤ Able to sit for sustained periods.