

Urshan Graduate School of Theology

Urshan College

Wentzville, Missouri

Position Title: Accounts Payable Clerk

Reports to: Chief Financial Officer or Financial Controller

Classification: Administration

JOB DESCRIPTION

Job Summary: Under the direction of the Chief Financial Officer or Financial Controller performs daily functions related to accounting for financial transactions and assists with business office functions as needed.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

Finances:

1. Enter all expenditures, including purchase orders, invoices, statements, reimbursement forms, etc.
2. Reconcile credit card and bank statements
3. Maintain vendor records.
 - a. Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
4. Pays reimbursement forms, invoices and purchase orders in a timely manner
5. Obtain and maintain W-9 forms for all vendors
6. Issue 1099s for vendors
7. Preparing analyses of accounts and producing monthly reports
8. Assist in Audit reports
9. Protect organizational values by keeping information confidential
10. Continue to improve the payment process

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Proficiency in use of computer software and databases (Microsoft Office & QuickBooks)
- Ability to analyze and interpret vendor reports, documents, and statistical data
- Organizational skills
- Interpersonal/human relations skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Associate's degree in accounting or Associate's degree in business with accounting courses; supplemented with related experience and aptitude for accounting.