Northwest State Community College

POSITION ANNOUNCEMENT

Clerk – Accounts Payable

The primary functions are the processing of all documents and records pertaining to accounts payable and processing documents and records pertaining to accounts receivable. Other functions include but are not limited to assisting with registration payments, collection of revenues, and a working knowledge of student accounts.

SKILLS AND QUALIFICATIONS

Education and Experience:

- Associate degree in Accounting or a related area required; relevant experience is preferred.

Necessary Knowledge, Skills and Abilities:

- Must be well organized and possess outstanding accounting skills.
- Must relate in a positive manner to staff and students.
- Must have knowledge of modern office practices and standard office equipment including personal computers and computer terminals, Word, Excel and data entry and have the ability to read and understand accounting entries.
- Ability to follow verbal and written instructions is required.
- Willingness to assume responsibility for accuracy of work performed.
- The ability to deal with confidential information and to relate to others in a courteous manner is also required.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format to careers@northweststate.edu using subject line "Clerk Accts Payable."

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "Community" then "Employment Opportunities."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 2/27/2018

POSITION TITLE: Clerk - Accounts Payable
DEPARTMENT: Business Office
SUPERVISOR: Director - Finance & Business Services
GRADE LEVEL: V, Non-Exempt

GENERAL PURPOSE

The primary functions are the processing of all documents and records pertaining to accounts payable and processing documents and records pertaining to accounts receivable. Other functions include but are not limited to assisting with registration payments, collection of revenues, and a working knowledge of student accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Primary person responsible for processing accounts payable.
2. Assist with processing payroll liabilities.
3. Assist in daily processing of payments including installment plan contracts.
4. Attend to walk-in and telephone concerns and problems as they occur.
5. Provide administrative support for the Business Office.
6. Process invoices for food service, room rental, non-credit classes and other billings.
7. Prepare and file monthly sales tax returns.
8. Process weekly student account refunds.
9. Act as Business Office receptionist as needed.
10. Work two hours in the evening with minimum supervision.
11. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate degree in accounting or a related area required; relevant experience is preferred.

Necessary Knowledge, Skills and Abilities:

- Must be well organized and possess outstanding accounting skills.
- Must relate in a positive manner to staff and students.
- Must have knowledge of modern office practices and standard office equipment including personal computers and computer terminals, Word, Excel and data entry and have the ability to read and understand accounting entries.
- Ability to follow verbal and written instructions is required.
- Willingness to assume responsibility for accuracy of work performed.
- The ability to deal with confidential information and to relate to others in a courteous manner is also required.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT
Position is in frequent contact with the public, students and other NSCC employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.