



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

<b>POSITION TITLE:</b>	Accounts Payable Clerk
<b>REPORTS TO:</b>	CFO/ VP of Finance
<b>WORK SCHEDULE:</b>	Monday – Friday, Normal Business Hours full time, Non-Exempt, \$26.00-\$30.00 Hourly Rate

### **Position Summary**

This Account Payable Clerk 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.

### **Essential Functions**

1. Review and enter all accounts payable invoices received via mail and email for all entities into the system.
2. Obtain W-9 and New Vendor Set Up forms as needed for new accounts.
3. Research and troubleshoot duplicate &/or problematic invoices.
4. Provide customer service to all entities (faculty/staff/students) as needed.
5. Assist in the month-end, quarter-end, and year-end closing processes.
6. Prepare, review, and analyze monthly financial statements.
7. Prepare month-end journal entries.
8. Perform monthly reconciliations.
9. Assist with budget preparations.
10. Process accounts payable in a timely manner for all entities.
11. Assist with tax documentation.
12. Assist with the preparation and coordination of external audits.
13. Receive requests for materials and equipment and prepare purchase orders accordingly.
14. Process and reconcile AMEX credit card.
15. Generate 1098's and 1099s.
16. Perform data entry, data collection, routine communications with college representatives and employees.
17. Scan and file all documents for the CFO, Accounting, and Business Office
18. Maintain confidentiality of the University's records
19. Ensure regular and predictable attendance.
20. 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:**

1. Strong data entry skills.
2. Excellent verbal & written communication skills.
3. Must be able to work independently with minimal supervision.
4. Must be able to research, problem solve, and identify solutions.
5. Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail.
6. Proficient in Excel and/or other accounting software.
7. Strong initiative and great problem-solving skills.
8. Actively proposes solutions and demonstrates forward thinking.
9. Ability to prioritize competing demands/priorities.

**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.

## Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.

I \_\_\_\_\_ have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### HOW TO APPLY

Click [here](#) to apply.

Interested applicants: please follow the above link to our Indeed employer page. Select 'jobs' and follow steps to submit an application.