

Arizona Christian University

Job Description

JOB TITLE: Accounts Payable Manager

DATE: October 24, 2014

DEPARTMENT: Business Office

REPORTS TO: Controller

FSLA STATUS: Non-Exempt

DIRECT REPORTS (if any): Possibility of a Student Worker

JOB SUMMARY: The Accounts Payable Assistant is expected to work with campus departments to process all incoming purchase orders and invoices for payment, coordinate credit card program, and assist with general business office duties.

PREREQUISITE QUALIFICATIONS:

A. Education: Minimum high school diploma, GED, or equivalent experience. College degree preferred.

B. Experience:

- Previous accounting experience in payables required.
- Previous customer service experience within a Christian business or non-profit desired.

C. Skills, Knowledge, Abilities:

- High attention to detail and ability to learn new processes quickly.
- General knowledge of accounts payable processing.
- General knowledge of payroll processing.
- Good people skills with ability to deal with confidential information of customers and staff in a helpful and respectful manner.
- Ability to communicate well with and support other offices in serving our students and constituents.
- Working knowledge of Jenzabar and Microsoft Office software (Excel, Word, and Outlook) required. General office experience.

DUTIES, TASKS, RESPONSIBILITIES:

A. Accounts Payable

- Create and maintain preferred vendor listing-including securing certificates of insurance and W-9s.
- Review daily purchase orders, verifying appropriate signatures and information are included.
- Process invoices as received, matching up with purchase orders and scheduling for payment.
- Process weekly check run
- Reconcile and maintain accounts payable aging to assist in cash payment forecasting.
- Annual 1099 preparation.
- Perform telephone and email correspondence daily with vendors/suppliers.

B. Purchasing Card Administration

- Manage purchasing card program
- Review and process all card applications
- Train card holders on new system
- Serve as a liaison between the band and the card holder
- Audit monthly reconciliation reports for compliance with purchasing and record keeping requirements of the care policies and procedures

C. Risk Management

- Maintain approved driver list for insured drivers
- Process all vendor certificates of insurance
- Maintain all insurance policies, update vehicle records and file necessary claims
- Process background checks on all employees and volunteers

D. General Business Office Duties

- Assist with monthly account reconciliations and various outside reporting as required.
- Assist with student accounts during peak traffic times and as needed for office coverage.
- Backup for student accounts and human resources/payroll functions including student employee intake
- Document office procedures and research and develop new processes as required.
- Assist with annual audit.
- Copying, filing, and other job duties as requested by the Controller.

F. Working Conditions:

- Position requires the incumbent to sit, stand, walk, kneel, bend, reach, lifts, carries or otherwise moves and positions objects weighing up to 30 lbs. This position includes many long hours standing and walking both indoors and outdoors, exposure to extreme heat, as well as cooler temperatures.
- Predominately works at desk/computer workstation and high volume of phone use.
- Some evenings and weekends required during peak registration times.
- Frequently moves about the office to collaborate with colleagues.