

# Job Description



## Accounts Payable Coordinator

**Employee Classification:** Part Time, Hourly

**Date:** 12.20.2018

**Name:**

**Reports To:** Controller

**Department/Area:** Business Office

**Approved By:**

**Supervises:** N/A

**Purpose:**

The Accounts Payable Coordinator is responsible for invoice processing and payment functions related to CSU and BBS. This person regularly interacts with employees and vendors, thus requiring pleasant interpersonal qualities as well as excellent organizational skills. This position is part-time, requiring an average of 20 hours per week.

**Essential Responsibilities:**

- Process invoices, requests for payments, and expense reimbursements, including obtaining necessary approval and coding from department managers
- Prints and mails checks
- Maintains an accurate filing system designed to maximize the efficiency of the office
- Assists the Controller with annual audits, cash flow forecasting, and scheduling of payments
- Reconcile and record credit card transactions
- Tracks vendor's W-9 and 1099 information
- Insures confidentiality of Business Office records and correspondence by proper safeguarding of the documents
- Assists other employees in the Business Office as needed
- Performs other duties as assigned.

## Required Personal Attributes:

### **Conscientiousness**

- Displays a professional image at all times, even when facing significant job challenges.
- Delivers on commitments made to others.
- Takes ownership for resolving problems rather than allowing them to persist or simply pointing them out to others.
- Displays positive “Can Do” attitude.

### **Flexibility**

- Adapts quickly to changing situations (e.g. ability to adapt with payables and cashflow). This includes last minute changes and disruptions to schedule.
- Is receptive to new information, ideas, or strategies to achieve organization’s goals.

### **Influencing/Negotiating**

- Anticipates potential reactions, or concerns of key players in a situation and prepares to address them.
- Builds ownership for new initiatives, or changes by involving those responsible for implementation in planning the details.

### **Integrity/Honesty**

- Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior.
- Demonstrates the courage to do the right thing in difficult situations.
- Holds self and others accountable for meeting high standards of the organization's integrity.
- Leads by example through modeling ethical practices and standards.

### **Sensitivity**

- Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
- Demonstrates empathy and understanding when addressing sensitive issues with others.
- At times the AP Coordinator will be privileged to information that should not be shared. The AP Coordinator must maintain strict confidentiality in performing the duties.

### **Organizational Skills**

- Organizes AP reports in a timely manner to management.
- Organize and develop Business Office operations and procedures.

### **Verbal Communication**

- Adjusts communication style and language to most effectively connect with different/diverse audiences and individuals, such as employees and vendors.
- Follows through with the employees to ensure that important documentation is received.
- Communicates information concisely and clearly.
- Explains complex concepts (e.g. schedules, policies, and procedures) clearly and at an appropriate level of detail.

- Maintains frequent appropriate level of contact with management to keep them informed about important dates and deadlines.
- Ability to communicate professionally with all levels of employees in the organization.

**Other Interpersonal Skills**

- High-level of effective interpersonal communication skills, both written and verbal.
- Strong desire to be a part of a University with an entrepreneurial spirit and a fast paced, result-oriented culture.

**Position Requirements:**

- Associate’s degree from two-year college or technical school; and/or 1 year related experience and/or training; or equivalent combination of education and experience.
- Complete support of and willing adherence to Clarks Summit University’s Standard of Conduct and Confession of Faith. Applicant must hold these standards as his/her own.

**Language Skills:**

Ability to read and comprehend simple instructions, safety rules and correspondence. Ability to write simple correspondence. Ability to effectively communicate information one-on-one and in small group situations to other employees.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

**Acceptance:**

I have read this job description, understand and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University Management structure, Clarks Summit University’s Mission, and Clarks Summit University’s

Policies. I will respect those above and under my leadership according to Clarks Summit University Code of Conduct and Clarks Summit University Code of Ethics.

Employee:

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Direct Manager:

\_\_\_\_\_

Signature/Date:

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Signature/Date:

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### Physical Requirements / Environmental Conditions

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above.

**Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate Noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

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**Additional Information:** Include any other information that will aid in the preparation of an accurate description of this job.

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