

JOB TITLE: BUSINESS OFFICE ASSISTANT - Payables

CLASSIFICATION:N-4

SUPERVISION GIVEN: none

REPORTS TO: REGIONAL EXECUTIVE DIRECTOR OF FINANCE

GENERAL PURPOSE AND SCOPE OF POSITION:

The Business Office Assistant provides support and assistance to the Executive Director of Finance. Primary day to day responsibilities include maintaining and controlling all unpaid invoices and outstanding purchase order files, processing all related documentation for payment, preparing and maintaining documentation for audits, maintaining semi-monthly transaction register and input of payroll information. The person in this position is also the primary interface with vendors and is responsible for resolving all problems related to payables and is back up for receivables.

SPECIFIC RESPONSIBILITIES:

- ◆ Process all purchase requisitions, check vouchers and purchase orders per college policy
- ◆ Place orders with vendors and Central Office
- ◆ Maintains files for all outstanding, paid and canceled purchase orders, unpaid vendor notices, and other requests for payment documentation
- ◆ Verifies and/or assigns account numbers to purchase documents.
- ◆ Insures all requests for payment documents are properly completed and matched with the appropriate supporting documents and distributed
- ◆ Separate payment batches and file appropriately
- ◆ Maintain purchase order log
- ◆ Request and modify vendor numbers as necessary
- ◆ Maintains revolving fund account
- ◆ Creates blanket purchase orders
- ◆ Maintains a list of in-service activities and process associated costs
- ◆ Participates in all Business Office and Central Office meetings as necessary
- ◆ Primary input and review of administrative , faculty and hourly payroll
- ◆ Maintains all payroll PCF files and pertinent documentation

- ◆ Ensures postage machine has sufficient postage (quarterly)
- ◆ Performs year end closing for accounts payable procedures
- ◆ Performs weekly, monthly and yearly reconciliation of fixed assets
- ◆ Prepares expenditure approval form as requested by Dean
- ◆ Creates and maintains vendor files and files periodic FRS reports by fiscal year
- ◆ Serves as backup and assists in bookstore and Business Office operations as needed
- ◆ Receives, checks in, and shelve textbooks and supplies
- ◆ Processes requests for travel reimbursement
- ◆ The above list of duties is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned.

EDUCATION AND EXPERIENCE:

Associate degree in Accounting or equivalent of related work experience desired. Accounts Payable and previous cash handling experience **required**. General clerical skills and working knowledge of computer software applications strongly preferred. Must have demonstrated excellent customer service skills. Must be professional with the ability to appropriately handle confidential information.

_____ Reviewed by Employee	_____ Date
_____ Approved by Supervisor	_____ Date
_____ Approved by Campus Dean	_____ Date
_____ Approved by Human Resources	_____ Date