

JOB DESCRIPTION

Job Title: Accounts Payable/Cash Disbursement Coordinator	FLSA: Non-Exempt
Department: Business Services-Accounting	Date Revised: 6/7/2021
Security Sensitive: Yes	Grade: B-24
Reports To: CFO/Comptroller	

Job Summary

Under the general direction of the CFO/Comptroller, responsible for all the accounts payable functions, ensuring the College maintains accurate and complete records regarding payments to vendors, students, and employees. Develops and maintains bookkeeping and/or accounting and clerical functions to include accounts payable and account reconciliations.

Essential Functions

- Performs appropriate bookkeeping functions in the preparation, classification, coding, recording and/or processing of a variety of accounting documents by examining invoices, travel expense claims, vouchers and purchase orders prior to payment;
- Reviews and processes payments for all College checks;
- Schedules and prioritizes work assignments/processes to ensure uninterrupted services throughout the year;
- Responsible for establishing and monitoring performance reporting for the accounts payable cycle;
- Leads the College in the implementation and designing of processes to increase the use of ACH payments and move to a paperless system;
- Ensures all checks written are approved by authorized personnel, coded accurately, paid to the proper payee with the correct amount and with the required documentation, and distributed as directed;
- Maintains general ledger, specialized ledgers, and/or various subsidiary ledgers according to an approved chart of accounts by posting entries, making adjusting entries, performing the daily computer entry functions associated with those ledgers and preparing financial statements from those ledgers;
- Creates and reviews purchase order transactions and ensures reports are complete and accurate, assigns batch numbers to purchase order transactions, and processes the payment to the vendor;
- Files payment vouchers and maintains paid invoice files, files for open

- Administers the accounts payable records retention system to ensure all documentation and appropriate approvals are obtained and audit requirements are met;
- Responds to College personnel and vendor questions relating to invoices and purchase order statuses, travel documentation, procedures, budget, corrections to G/L, AP training, check processing and distribution, purchasing, account statuses, and vendor problems;
- Serves on committees as assigned by the President;

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