



Position/Job Description

ACCOUNTS PAYABLE SPECIALIST

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application Form](#), a cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to douglas.dutton@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin Avenue, Salina, KS 67401-6196. **In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description.** If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin as soon as qualified candidates have been identified and continue until the job is filled.
- The job starts as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Accounts Payable Specialist

POSITION'S OPERATING GROUP: Finance and Operations

GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the Finance and Operations group is to provide and manage the financial and supporting operational services of the university. Major responsibilities include: 1) recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets, liability, and equity accounts, and 5) managing supporting services to include the Post Office, Bookstore, Information Technology, and Facilities.

POSITION'S DEPARTMENT: Business Office

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide accurate and timely recording of all financial transactions related to the university and the creation of accurate and timely financial reports (Income Statement, Balance Sheet, Cash Flow Statement, etc.) which provide senior management the information necessary for effective and efficient financial analysis and decision-making.

POSITION'S DIRECT SUPERVISOR: Assistant CFO (ACFO)

DATE POSITION LAST REVIEWED OR ANALYZED: February 2018 REVISD BY: Karen Tumlinson (VPFO), Doug Dutton (ACFO) and Frank Roth (HR Director)

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Non-Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Individual salary to be determined at hiring based on the person's qualifications and experience. Full-time, staff benefits are included.

POSITION INFORMATION

POSITION'S SUMMARY: This position is responsible for: 1) processing payments, in a timely fashion, to vendors, students, and staff; 2) Input invoices into the Jenzabar software system; 3) reconcile vendor statements with invoices received and payments made; 4) understand and apply coding for expenditures; 5) maintain an organized office and processes enabling supervisor to understand what needs processing and when; 6) filing; 7) achieving the department's strategic and tactical goals and objectives, allowing the group and university to do the same.

POSITION WORKS WITH: This position works closely with the outside vendors, ACFO, business personnel, athletics personnel, faculty, students, and staff.

POSITION'S STAFF AUTHORITY: N/A

POSITION'S BUDGET AUTHORITY: Make Accounting Department-A/P budget recommendations to the ACFO.

POSITION'S PHYSICAL WORKING CONDITIONS: 90% Office environment and 10% campus environment. Position requires standing, sitting, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, Jenzabar/CX information system, Microsoft Excel and Word, desk top computer.

POSITION'S WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A normal work week will be 40 hours with periods of time when overtime will be needed.

POSITION'S TRAVEL REQUIREMENTS: Minimal and usually related to off-campus financial meetings and personal development activities.

POSITION DUTIES AND RESPONSIBILITIES

POSITION'S ESSENTIAL DUTIES:

TRANSACTION PROCESSING (95%): responsible for ensuring the accurate and timely collection and recording of all accounts payable transactions of the university within the requirements established by the university. This includes payment in all tender types, if so authorized.

1. This position is responsible for full-cycle accounts payable. This position is expected to process roughly 100 checks or payments/week. Late fees are to be avoided at all times and invoices/payments are made to take advantage of discounts.
2. Match invoices to appropriate purchase order/receipt.
3. Review invoices and expense reports for proper coding, approval and documentation.
4. Responsible for batching payment requests for data entry.
5. Enter Accounts Payable items into the accounting system.
6. Maintain neat and organized vendor system files.
7. Produce weekly check runs.
8. File Accounts Payable check copies with supporting documentation in the appropriate vendor file, with all documentation attached.
9. Document all changes on checks and/or in files for all transaction reclassifications.
10. Responsible for PO/invoice maintenance within Jenzabar system. Must keep the system clean and correct all system errors.
11. Assist with preparation/compilation of information for compliance review procedures.
12. Interact and train staff regarding proper Accounts Payable processes and procedures.
13. Respond to vendor inquiries regarding payments, invoicing questions, etc.
14. Maintain and monitor check processing log.
15. Processing accounts payable invoicing for multiple entities.
16. Coding accounts payable to correct chart of accounts routings – four segments.
17. Backup to Business Office Associate or ACFO with cash disbursements process.
18. Reconciling month-end balances for accounts payable, accrued payable, unvouchered receipts, and prepaid expenses.
19. Expense report entry and processing.

20. Verifying outstanding balances with vendors.
21. Follow GAAP standards for cash disbursements cycle and communicate cash flow needs on a weekly basis.
22. Processing ACH, eChecks, wires, and normal check disbursements.
23. Perform other duties as assigned.

POSITION'S OTHER DUTIES (5%):

1. Assists the ACFO to provide Business Office coverage when other staff is out of the office to receive payments from students and donors and answer customer questions.
2. **PERFORMS OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Associates Degree or work experience can offset the degree requirement at 1.5 years of experience to 1.0 year of education.
- **PREFERRED:** Bachelor's Degree in Accounting

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** None

WORK EXPERIENCE:

MINIMUM REQUIRED:

- One or more years working in an Accounts Payable position. Moderate working knowledge of Microsoft Excel and Word. Understanding of cash disbursements

PREFERRED:

- Three or more years of experience preferable in higher education or not-for-profit environment. Intermediate working knowledge of Microsoft Excel and Word

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

MINIMUM REQUIRED:

- Demonstrable alignment with the mission and vision of KWU
- Demonstrable professional level oral and written communication skills
- Demonstrable ability to prioritize duties and to execute detailed work
- Verifiable proficiency in using Word and Excel
- Demonstrable ability to work well with others and in teams
- Demonstrable ability to maintain confidentiality
- Demonstrable punctuality and reliability in attendance
- Evidential knowledge and understanding of matching receipts with liabilities
- Demonstrable ability to apply correct coding using chart of accounts and coding structure processing
- Confirmable high attention to detail
- Demonstrable technical knowledge of Accounts Payable computer applications

PREFERRED

- Demonstrable ability to learn and master pivot tables for efficiency purposes

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED,

AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.

2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.