

SENIOR ACCOUNTING ASSISTANT, ACCOUNTS PAYABLE

GENERAL STATEMENT:

Responsible for performing general accounting clerical duties in the college's accounting system; coordinating and performing the accounting clerical aspects for the accounts payable functions; assists in the daily operations of the Business Office.

REPORTS TO:

Dean of Fiscal Services/Chief Fiscal Officer

OCCUPATIONAL GROUP:

Secretarial/Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED with specialized courses in accounting, business or closely related field; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years work experience in clerical accounting work; one to two years experience in computerized business applications.

OTHER:

Data entry skills, use of basic office equipment (i.e., calculators, typewriters, spreadsheets and word processing applications), knowledge of methods and procedures of financial record keeping relating to accounts payable.

DUTIES AND RESPONSIBILITIES:

- Exercises supervisory responsibilities within the accounts payable office.
- Assist faculty, administrators, staff and general public regarding processing of accounts payable.
- Review purchase requisitions for accuracy, account coding, and authorization.
- Create purchase orders by entering the data into college's accounting system.
- Sort and match vendor invoices with supporting documentation.
- Voucher (enter into system) vendor invoices; print checks and mail or make available for pickup.
- Research and reconcile vendor statements/invoices.
- Process and maintain electronic purchase requisitions/orders in computerized system.
- Maintain encumbrance records.
- Maintain accounts payable files.
- Maintain capitalization/depreciation system for required purchases.
- Process employee travel advance requests and reconcile travel reports. Maintain tracking system for timely return of travel reports for proper accounting under IRS reimbursement rules.
- Process postage due bills.
- Process telephone long distance bill and allocate charges for all campuses.
- Process credit applications by TVCC to vendors to allow for purchase order use.
- Responsible for reading copy machine meter usage for all departments, recording, and maintaining such data in computerized spreadsheets.
- Maintain Texas Unclaimed Property files and prepare report to State Comptroller's Office.

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- Maintain various inventories, i.e., copy machine supplies, check stock, check requisitions, travel forms, and other forms used to process accounts payable.
- Prepare and enter into college's accounting system various inter-departmental monthly charges (i.e., copy machine, travel, Bookstore charges).
- Analyze and reconcile accounts in order to prepare reports as assigned by supervisor.
- Organize general ledger receipts, deposits, etc.
- Participate as required in the registration process.
- Type, file and perform other similar duties for the business office.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 11/01/02

Revised: 10/26/07

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