



Trinity Valley Community College
Job Description
Accounting Specialist- Accounts Payable

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Perform accounts payable functions; assist with special accounting projects and other Business Office operations as needed.

REPORTS TO:

Director of Accounting Services and Controller

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED with specialized courses in accounting, business or closely related field

PREFERRED:

Associate degree

EXPERIENCE REQUIRED:

Two (2) years' experience in clerical accounting work; and one to two years' experience in computerized business applications. Experience in public higher education.

PREFERRED:

Four (4) years' experience in clerical accounting work; and two (2) years' experience in computerized business applications. Experience in public higher education.

OTHER LICENSES OR CERTIFICATIONS:

Data entry skills, use of basic office equipment, knowledge of methods and procedures of financial record keeping relating to accounts payable. Microsoft Windows and Office (Excel, Word, Outlook) desirable.

KNOWLEDGE AND SKILLS REQUIRED:

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|--|------------------------------------|
| • Typing/Data Entry | • Bookkeeping |
| • Computer software proficiency – Microsoft Office | • Public speaking/Presenting |
| • Operating equipment – office or otherwise | • Basic Math |
| • Written and oral communication | • Attention to detail |
| • Interpersonal and/or customer service skills | • Time management |
| | • Organization |
| | • Budget and accounting principles |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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RESPONSIBILITIES:

- Advise faculty, administrators, staff and general public regarding accounts payable processing and control.
- Set up and maintain vendor records, including tax status and verification of Tax ID Number with the IRS.
- Prepare 1099-MISC and 1099 NEC for distribution to vendors and the IRS. Ensure accuracy as to Tax ID number and type of vendor for vendor file.
- Analyze purchase requisitions for accuracy, account coding, and authorization.
- Create purchase orders by entering data from purchase requisitions into college's accounting system and distribute completed purchase orders to the responsible parties.
- Process and maintain electronic purchase requisitions/orders in computerized system.
- Coordinate Student Refund Check Run with Accounts Receivable and verify accuracy. Print Student Refund Checks
- Sort and match vendor invoices with supporting documentation.
- Analyze invoices for appropriateness of payments to vendors and document any discrepancies.
- Enter vendor invoices into accounting system; complete the Check Selection Process and verify accuracy of the projected check run. Print checks and mail or make available for pickup. Process check posting to the General Ledger.
- Research and reconcile vendor statements/invoices.
- Maintain encumbrance records, including timely management of the Outstanding PO Report throughout the year and at fiscal year-end.
- Maintain accounts payable files, both manual and electronic including document imaging.
- Process employee travel advance requests and reconcile travel reports. Maintain tracking system for timely return of travel reports for proper accounting in compliance with IRS Acceptable Plan requirements.
- Research un-cashed accounts payable checks; contact payee, request stop pay/voids, reissue checks.
- Process credit applications by TVCC to vendors to allow for purchase order use.
- Maintain Texas unclaimed property files and prepare report to State Comptroller's Office.
- Maintain forms inventory, i.e., check stock, check requisitions, travel forms, etc. used to process accounts payable.
- Maintain departmental supply inventory.
- Analyze and reconcile payables accounts, prepare reconciliation reports as assigned by supervisor.
- Type, file and perform other similar duties for the department.
- Review and reconcile profit & loss statements from camps and special events with departmental and agency fund operating accounts.
- Other duties as assigned by Director of Accounting Services/Controller or other appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Requires: Climbing, stooping, walking, finger dexterity, talking, seeing, repetitive motions, sedentary work, computer work, and light work.
- Subject to: Kneeling, standing, and grasping
- May need: Pulling, lifting, and medium work
- Occasionally need to: Reaching, and hearing

All TVCC positions are security sensitive and require a criminal background check.



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MENTAL DEMANDS:

- Environmental: Less than 25% of the time
- Emotional control under stress 25%-50% of the time
- Frequent interruptions more than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and it was 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: 7/18/01

Revised: 10/11/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1476
DBM:	B	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	43-3021	Employment Status:	Full-Time
Salary Range:	135	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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