

## **ACCOUNTING SPECIALIST (ACCOUNTS PAYABLE)**

### **GENERAL STATEMENT:**

Perform accounts payable functions; serve as back-up to cashier, assist with special accounting projects and other Business Office operations as needed.

### **REPORTS TO:**

Director of Accounting Services and Controller

### **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' experience in clerical accounting work; and one to two years' experience in computerized business applications required. Experience in public higher education preferred.

#### **OTHER:**

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.

### **DUTIES AND RESPONSIBILITIES:**

#### **ACCOUNTS PAYABLE:**

- Assist faculty, administrators, staff and general public regarding accounts payable processing and control.
- Review purchase requisitions for accuracy, account coding, and authorization.
- Create purchase orders by entering data from purchase requisitions into college's accounting system.
- Process and maintain electronic purchase requisitions/orders in computerized system.
- Sort and match vendor invoices with supporting documentation.
- Enter vendor invoices into accounting system; print checks and mail or make available for pickup.
- Process electronic payments to vendors.
- 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 all un-cashed checks except payroll; 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.
- Analyze and reconcile payables accounts, prepare reconciliation reports as assigned by supervisor.
- Participate as required in the student enrollment process.
- Type, file and perform other similar duties for the department.

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**OTHER DUTIES:**

- Serve as the primary backup for the Cashier, including maintaining the cash drawer, daily balancing of cash, and assisting faculty, staff, students and the general public.
- Compute and process room and board refunds and dorm deposit refunds.
- 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.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

*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*

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

*Approved: 1/10/11*

*Revised: 9/23/2016*

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