

Financial Assistant III - Accounts Payable

Job Description

Position Information

Position Title	Financial Assistant III - Accounts Payable
Position Number	ACCTSUPP10*6184
Department	Accounting
Reports to (Title)	Procurement Manager

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

Performs routine accounting, purchasing and accounts payable duties following established policies and procedures, to ensure accurate and timely processing of financial transactions. Maintains documentation in compliance with policies and procedures for internal control and external audit requirements. Verifies and checks the work of others, and refers unusual problems to supervisor. Performs administrative duties for Controller as needed.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. High school diploma or general education degree (GED)

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Three years or more

Preferred Qualifications Office bookkeeping experience and administrative experience are preferred.

FLSA Category Non-Exempt

Staff/Faculty Staff

Employment Status Full-Time

Employment Category Regular

Essential Staff (emergency situations)?

No

On-Call?

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Voucher Audit

Audit and reconcile vendor invoices, check requests, travel vouchers, and statements to make sure correct budgets are being used, correct approvals are given, check if PO number is needed, remove tax where necessary, add 1099 reporting as necessary, add discounts if necessary verify direct deposit information when necessary. Follow-up on open items greater than 30 days old that have been set up in the Accounts Payable system. Work with necessary departments to get updated approval/account information to know who is required to process payment.

Percentage Of Time

40

Responsibility

Voucher entry

Entry from check requests, invoices, travel expense reports, and another acceptable payment documentation. Enter documents in an accurate and timely manner per vendor/supplier terms.

Percentage Of Time

10

Responsibility

JPMC VISA statement review Includes maintaining log daily when VISA statements are received. Mark off travel on the College credit card log sheet. Review monthly statements for business meals, gift certificates/cards, fixed assets, and large equipment acquisitions. Audit credit card statements and all credit card travel expense reports to make sure all receipts/documentation is included. Update the College credit card system to reclassify expenses per individual/department requests or travel expense vouchers.

Percentage Of Time

10

Responsibility

Maintain vendor id's in accounting system. This includes setting up new vendors and updating any changes to tax numbers, addresses, etc.

Percentage Of Time

20

Responsibility

Scanning and linking all documents into the imaging software in an accurate and timely manner. Attaching documents in imaging as needed.

Percentage Of Time

10

Responsibility

General office / Admin duties

Includes greeting visitors, directing incoming calls, providing tax exemption certificates and credit applications upon request, file documents, provide Cashier's Office with casher/security lockbox contents. Provide administrative support for Controller as needed.

Percentage Of Time

5

Responsibility

Other duties as assigned

Percentage Of Time

5

General Responsibilities

General Responsibilities

(1) Maintain regular attendance in accordance with department policy.

(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

(3) Understand and comply with the policies of the College Staff Handbook.

- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	1/3 to 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	Under 1/3
- Essential or Marginal?	Marginal
Performing mathematical calculations	1/3 to 2/3
- Essential or Marginal?	Essential
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3

- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	None
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.