

The Southern Baptist Theological Seminary

Position Description

Position Title: Accounts Payable Assistant

Department: Accounting

Position Code: I0445

Date Prepared: 3/20/19

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

Provides accounting and clerical support for all phases of accounts payable processing including vendor file maintenance, invoice and payment requisition processing, and accounts payable records management.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Responds to inquiries and provides research assistance and information regarding vendor payment status and/or related accounts payable activities
- Communicates with seminary employees, vendors, and supplier representatives in the exchange of information related to seminary policies and procedures
- Processes check requests and invoices and prepares them for payment:
 - Processes and routes incoming mail; requests appropriate payment approval for invoices
 - Oversees the reconciliation and payment process for seminary master accounts (e.g. Office Max, Costco, Speedway, Sam's Club, Lifeway, etc.)
 - Reconciles the American Express ghost card in Concur
 - Reviews check requests for accuracy and proper approvals
 - Reviews accounts payable edits for accuracy
 - Reviews and processes documentation related to new or updated vendor information
- Assists with the annual processing of 1099-MISC

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have an Associate's degree, preferably in a business-related field, or equivalent work experience preferred.

EXPERIENCE:

The person in this position should have two years of applicable clerical experience, preferably in accounts payable or procurement; or in financial and statistical record keeping.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Manager of Accounts Payable.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment.

EQUIPMENT:

The person in this position will use the following equipment: standard office equipment (computer, calculator, fax, etc.). Prefer applicants with a good working knowledge of Microsoft Excel and Word with experience in accounting related software.