



**Position Title:** Accounts Payable Specialist  
**Reports To:** Comptroller  
**Classification:** Exempt  
**WC Code:** 8869  
**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Performs variety of bookkeeping activities including, but not limited to, preparation and payments of invoices and reconciliation of accounts. Performs other related duties as required.

**Specific Duties and Responsibilities:**

1. Read, understand and comply the University mission, catalog, policies and procedures, Staff Handbook and the Institutional Effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis
3. Open mail, collect and organize invoices.
4. Process and prepares invoices for payment, ensuring billed amount and quantity. Receives, corresponds, to what has been received.
5. Researches discrepancies on invoices.
6. Prepares check requests, and issues checks.
7. Reviews transactions for accuracy, and attaches required back-up documentation to the check requests.
8. Responds to a variety of accounting-related questions, such as inquiries from vendors or staff members on invoice status, handles any payment question that arises.
9. Reconcile the intercompany accounts.
10. Assists with preparation of various accounting and financial reports.
11. Maintain accounts payable files.
12. Participate in the self-studies and committees conducted by the University.
13. Support and participate in University Commencement Ceremonies.
14. Performs any special project assigned by the President or supervisor.
15. Perform other duties as assigned

**Note:** The use of computers and university resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an

exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>