



Position Title: Accounts Payable Specialist.

Reports To: Comptroller's Office.

Classification: Non-Exempt

WC Code: 8868

Position Type: Fifth Level Administrator

Position Overview: 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.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Open mail, collect and organize invoices.
2. Process and prepares invoices for payment, ensuring billed amount and quantity. Receives, corresponds, to what has been received.
3. Research discrepancies on invoices.
4. Prepares check requests, and issues checks.
5. Reviews transactions for accuracy, and attaches required back-up documentation to the check requests.
6. 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.
7. Reconcile the intercompany accounts.
8. Assists with preparation of various accounting and financial reports.
9. Maintain accounts payable files.
10. Ensure compliance with internal controls and accounting standards.
11. Assist with internal and external audits by providing documentation and support as needed.
12. Stay updated on relevant accounting regulations and best practices.

Requirements:

- Bachelor's degree in accounting or business.
- Proven experience in accounts payable or similar financial roles.
- Proficiency in accounting software and MS Office applications, particularly Excel.
- Detail oriented and able to meet deadlines.

Key Competencies

- Numerical, literacy, organization, and planning skills
- Work management and prioritizing skills.
- Verbal and written communication skills
- Problem solving ability, attention to detail.
- Accuracy, flexibility, reliability, teamwork

Schedule:

- Monday - Friday: 8:30AM-5:30PM.

Job Type

Full-time

Benefits:

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Note: The use of computers and University resources is limited for school business purposes. 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 always required for this position in each Campus. 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.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

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

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