

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Accounts Payable Specialist – Business Office	FLSA status:	Non-Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Controller
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Position summary: Under general supervision, provides clerical support necessary to assist the Business Office in day-to-day operations. This position reports to the Controller.

Position responsibilities:

- Assists students with questions about billing and all Business Office related information.
- Processes incoming and outgoing mail.
- Takes telephone calls and answers any questions from departments, vendors, and/or students in regard to Business Office activities.
- Makes calls to vendors to clarify any questionable invoice items, prices, or receiving signatures, calls department for proper information and/or data regarding invoice payments.
- Processes all requisitions and purchase orders.
- Processes documents relating to college travel.
- Processes all invoices.
- Assists with researching and inputting of cash receipts data into the POISE system and verifies by comparison to the bank deposit.
- Assists with maintaining accurate student information.
- Upon request, provides special reports reflecting current status of student accounts as well as accounts payable information.
- Assists verifying deposits and posting to accounts receivable.
- Assists with receiving and counting cash, making daily bank deposits and reconciling to accounts receivable reports.
- Perform secretarial duties as requested.
- Scans accounts payable files into Docubase imaging system.
- Performs accounts receivable and accounts payable duties as needed.
- Assists cashier at window during peak registration times, and at other times when needed
- Performs miscellaneous job-related duties as assigned

Minimum Position Requirements:

- High School diploma or equivalent required. Associate’s degree or equivalent college/experience and at least 3 years related experience preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.