Bemidji State University and Northwest Technical College invites applications for the position of:

**Accounts Payable Clerk**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Account Clerk Senior (00594611)

**OPENING DATE:** December 26, 2018

**CLOSING DATE:** January 15, 2019

**POSITION LOCATION:** Business Office

**WORK DAYS & HOURS:** Mon-Fri 8-4:30pm (Full Time, Unlimited)

**PRINCIPLE RESPONSIBILITIES:**

- Coordinate document process flow between the Purchasing and the accounts payable function using e-procurement. Receive, review and match approved vendor invoices with purchase orders and prepare for partial or full payment. Review outstanding purchase orders and vendor statements on a regular basis and work collaboratively with the Purchasing department, faculty, staff and vendors as needed to resolve issues. Assist with questions regarding proper procedure.

- Process payments to vendors through the local bank account (annual volume of approximately $4.5 million) so vendors are paid in a timely manner and payments are accurately recorded in the accounting system. The process includes verification of purchase order status, verifying invoices for accuracy, obtaining proper approval to pay, determining proper occurrence dates and verifying proper object codes, and identifying and resolving issues that arise with vendors, faculty, staff and students. Print accounts receivable and payroll checks as needed. Submit daily accounts payable positive pay file to local bank and serve as main contact for resolution of exception items identified by bank personnel.

- Provide purchasing card program administration, support, education and guidance to BSU and NTC in compliance with Minnesota law, Minnesota State Colleges and Universities (MinnState) procedures, and campus policies.

- Prepare advances for team travel cash needs, track status of travel advances and audit and reconcile activity upon return. Manage athletic travel procurement program (annual volume of approximately $350,000). This includes working with the Athletic Director, coaches, and student athletes in obtaining appropriate documentation and approval to issue new cards; training cardholders on proper use of card and use of card vendor’s electronic expense management tool; troubleshooting issues with the cardholders, the card vendor and its website; developing and maintaining policies, procedures and training documents related to use of the cards; reviewing card transactions for appropriate documentation, coding, and sales tax treatment; following up with cardholders as necessary to obtain additional documentation or perform other corrective action; and preparing data for posting to University cost centers.

- Perform general functions of the Business Services Office to contribute positively to the operational efficiency of the office. These include greeting and assisting those that visit the Business Services Office, processing mail, filing, preparing University procurement card logs for posting to the accounting system and serving as backup for additional accounts payable functions as needed. Provide responsive and high-quality service to the public and campus community and contribute to a healthy workplace culture grounded in professionalism, respect and open communications.

- Review year-end IRS form1099 report to verify proper reporting for local payments and resolve any issues with MinnState tax reporting staff. Process check requests for entertainers, calculate tax, and submit entertainment tax payment along with reporting form to MinnState for deposit.

**MINIMUM QUALIFICATIONS:**

Minimum:
- Bookkeeping experience sufficient to analyze financial transactions and assign them to specific accounts, write original journal entries that credit and debit appropriate accounts and post entries to ledger accounts.
- Ability to use customer skills on the phone, in person and online to provide effective general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Math skills sufficient to add, subtract, multiply, and divide whole numbers, fractions, decimals, calculate percentages and use simple formulas.
- Math, accounting practices, and bookkeeping sufficient to receive and review source documents, maintain complete and accurate accounts payable records and resolve discrepancies.

Preferred:
- Two or more years of experience in a bookkeeping or accounting-related position.
- Certificate, AA degree or Advanced coursework in accounting, finance, business administration or related field.
- Ability to successfully use software such as Microsoft Word and Excel to create and modify documents and spreadsheets
- Experience with e-procurement system
- Experience working with an electronic procurement card workflow and approval system.
- Strong attention to detail and high degree of accuracy in working with numbers and crucial recordkeeping on a daily basis
- Excellent written and oral communication skills
- Interest and experience in working with diverse populations

PHYSICAL FACTORS:
- Constant: sitting, color vision, depth perception, midrange and near vision, hearing and talking
- Frequent: fine manipulating, repetitive arm motion, simple grasp and standing
- Occasional: squatting, walking, far vision and field of vision

APPLICATION INFORMATION:

Apply for Vacancy Posting 29047 On the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to http://www.mn.gov/careers. For job specific questions, please contact Ron Beckstrom at Ronald.Beckstrom@Bemidjistate.edu

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.