

PASCO-HERNANDO STATE COLLEGE

JOB DESCRIPTION

JOB TITLE: Accounts Payable Specialist

REPORTS TO: Manager of Financial Operations

BASIC FUNCTION: Performs clerical work in the Accounts Payable area.

CLASSIFICATION: Supervisory and Career Confidential (Non-Exempt)

PAY GROUP: IV

DUTIES AND RESPONSIBILITIES:

1. Prepares, maintains, and reconciles accounts payable documents and reports including invoices, statements, receiving forms, check requests, expense approvals and expense reimbursements.
2. Prepares and performs data entry for invoiced purchase order payments, and non-purchase order payments (check requests and expense reimbursements).
3. Maintain files for accounts payable: downloading, labeling, scanning, sorting, emailing, matching, digital or paper files.
4. Flag and clarify any unusual invoice items or travel expenses.
5. Verifies accuracy of data entry for daily check run.
6. Research and resolve invoice discrepancies and issues.
7. Research and resolve expense reimbursement discrepancies and issues.
8. Maintains tracking and monitoring list for timeliness and corrections of purchasing card logs.
9. Monitors vendor accounts to ensure payments are up to date.
10. Correspond with vendors and respond to inquiries.
11. Post transactions to journals, ledgers and other records as directed.
12. Provide supporting documentation for auditors.

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13. Prepare and perform check distribution including compiling back up documentation from daily check run.
14. Perform all other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have a standard high school diploma or GED.
- Must have experience in using a computer, PC software applications such as, Excel, Word, Outlook, Office 365 and Adobe,
- Previous experience in the area of accounts payable preferred
- Satisfactory criminal background check

Keyboarding Speed: 35 net words per minute with 95% accuracy
Data Entry 1 – Vendor: 6,200 keystrokes per hour with 95% accuracy
Basic Math: 70 % accuracy

File: Accounts Payable Specialist *(Previously Senior Office Assistant, Accounts Payable)*
Revised: 7/01/07, 1/01/09, 6/30/14; 4/3/18; 4/23/19, Title change: 6/17/19