



CLARK ATLANTA UNIVERSITY



JOB DESCRIPTION

Position Title: Accounts Payable Representative

Department: Accounts Payable

Reports To: Accounts Payable Manager

Overview:

The Accounts Payable Representative is responsible for processing accounts payable transactions for all assigned vendors.

Position Duties:

- Primary contact for all accounts payable transactions for all assigned vendors.
- Match and receive all Purchase Orders for assigned vendors.
- Research and reconcile statements, invoices, requisitions and Purchase Orders for all assigned vendors.
- Maintain office vendor files for Travel and Expense Reimbursement Transactions and all assigned vendors.
- Respond to all inquiries (telephone and mail) for Travel and Expense Reimbursement Transactions and all assigned vendors.
- Partner with internal customers to provide timely resolution of open issues.
- Other duties as assigned.

Requirements:

- Demonstrate dedication to providing excellent customer services to both internal and external constituents.
- Knowledge of computerized accounting systems. Knowledge of computerized accounts payable programs (Banner preferred).
- Strong organizational skills and attention to detail.
- Ability to handle high transaction volume with speed and accuracy.
- Ability to prioritize and handle multiple assignments.
- Good verbal and written communication skills.
- Proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook and Access) required.
- Ability to understand and resolve issues quickly and decisively.

Minimum Hiring Standards:

Education	High School Diploma
Years of Experience Required	2 – 3 years accounts payable experience with accounting software.
Years of Management/Supervisor Experience	N/A