



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Accounts Payable Specialist

POSITION SUMMARY: The Accounts Payable Specialist has primary responsibility for the processing and payment of invoices in a timely manner. The position examines invoices processed for proper matching of purchasing and receiving documents, correct distribution to general ledger expense accounts, timely and accurate payments, and proper filing and storage of records. The Accounts Payable Specialist reports to the Business Operations Manager.

Duties:

- Match invoices with purchase orders and receiving documents for processing
- Prepares guidelines for proper coding of invoices to general ledger expense accounts and updates to inventory records
- Provide customer-oriented service to all internal and external constituents regarding outstanding invoices and questions of payment
- Reconcile subsidiary accounts payable total with general ledger
- Prepare accounts payable check-run for review and authorization for payment
- Produce timely and accurate accounts payable reports
- Print accounts payable checks on scheduled date
- Organize and maintain accounts payable files and storage of records
- Prepare and disseminate void check listing
- Ensure that EINs or SSNs of all vendors are on file
- Display high ethical and professional behavior
- Other duties as required and assigned

Required Knowledge, Skills and Abilities:

- Bachelor degree in Business or related field required
- Minimum of four years work experience in the business sector
- Good communication, organizational and analytical skills

Application Deadline: Until filled

Salary: \$30,000.00

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject" line of your email.

Mail Documents to: **Tougaloo College**
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**