

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Accounts Payable Clerk

POSITION OVERVIEW

Employee performs accounts payable and other related finance responsibilities that involves the processing of invoices, review of documents produced by Purchasing, and the timely payments to vendors, students, and employees of all approved Academy invoices. Position ensures the prompt and accurate processing of invoices with close detail to general ledger coding. Understanding of contract language is important to the extent that payments must be made only when contract requirements are met. Employee works closely with a wide variety of Academy employees and regularly with the Purchasing Department staff. Various current software applications will be used regularly including Microsoft Dynamics Great Plains and Microsoft Office Suite products. Some judgement and initiative is exercised; however, tasks are normally accomplished within well-defined parameters. This is a bargaining unit, non-exempt, hourly position.

DUTIES

- Provide professional customer service in all interactions
- Communicate and interact by telephone, e-mail and in-person with vendors, students, and colleagues in a professional manner
- Meet required reporting deadlines
- Responsible for Purchasing Card reconciliations and monitoring
- Responsible for accurate review of invoices from the Purchasing Department and the processing of those invoices for payment
- Responsible for maintaining accurate accounts payable files
- Assist Director of Fiscal Operations with yearly 1099 distribution; regular monitoring of new vendors for these requirements.
- Responsible for some account reconciliations related to accounts payable
- Participation in the yearly audit

This job description reflects the general duties of the job, but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Professional and ethical standards
- Detail oriented
- Ability to work independently and within a team environment
- Excellent time management skills and the ability to prioritize while demonstrating flexibility and the ability to accomplish tasks with occasional interruptions
- Accurate data entry skills that include excellent typing skills

REQUIREMENTS

- High school diploma with progressive business office experience; college level courses a plus
- Ability to accurately process a large number of transactions in a timely fashion
- Computer skills with multiple applications and ability to learn new applications as required
- Ability to quickly learn and apply a wide variety of Academy policies and procedures
- Experience in Excel and MS Word
- Proven willingness and ability to work collegially and within a team displaying good communications skills and using common sense
- Exceptional organizational skills and the ability to manage several tasks within the same timeframe
- Outstanding work ethic

PHYSICAL/ENVIRONMENTAL FACTORS

- Telephone contact and in person contact with students, co-workers, and vendors daily;
- The position is generally sedentary;
- Frequent use of keyboard, mouse, and computer screen; and
- Occasionally lift and move up to 10 pounds
- Regular attendance is expected and required

SPECIAL CONDITIONS

This position requires a criminal Background Check and may also include a credit check. MMA reserves the right to make employment contingent upon successful completion of these Background Checks.

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Position Factor Evaluation

JOB TITLE: Accounts Payable Clerk

JOB CODE:

WAGE GRADE: 14

TOTAL POINTS: 372

	<u>FACTOR</u>	<u>DEGREE</u>	<u>POINTS</u>
1.	Knowledge and Skill	5	180
2.	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	20
3.	Responsibility for Cost Control	4	32
4.	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	4	32
5.	Working Conditions	2	20
6.	Responsibility for External and Internal Relations	4	32

Date of Classification: June 2003