Title: Accounts Payable Manager

Function: Under the supervision of the Assistant Controller, is responsible for the accounting, processing, reconciling and management of vendor payments for our Accounts Payable procurement system.

Description of Duties and Tasks:

Essential Responsibilities:

1. Processes a weekly check run and reviews instances of emergency checks.
   a. Matches Workplace receivings to actual invoices; checks for accuracy in pricing, extensions, discounts, and amounts due.
   b. Scans invoices to proper departments for approval.
   c. Reviews all submitted invoices to internal control auditing standards and government reporting requirements before processing payment.
   d. Identifies discrepancies; contacts vendors and/or department directly to resolve them before payment.
   e. Maintains contact with departments to resolve such problems as invoices missing or not received; provides information to departments in order to help resolve problems with vendors.
   f. Matches invoices to shipments received but not invoiced for processing payment.
   g. Establishes and maintains relationships with vendors for discrepancy resolutions while upholding the College’s integrity.
   h. Prioritizes payments by due dates to avoid any surcharges or additional fees, processes checks to be paid and mails checks to vendors.
   i. Monitors encumbrances and notifies the Assistant Controller of any concerns.

2. Maintains files and records related to payment of bills or the status of invoice processing.
3. Reconciles the Accounts Payable and the Accrued Payables accounts on a monthly basis on the last business day of every month before the closing of the month. Communicates when the Assistant Controller can close the Payables system for the month. Informs the Assistant Controller of any journal entries that need to be made for accounts to reconcile. Submits all reconciliations to Assistant Controller for approval.

4. Reconciles the Accounts Payable and the Accrued Payables accounts for the year. Submits all reconciliations and schedules for the year-end close and for the auditors to the Assistant Controller. Closes out all receivings out of Microsoft Dynamics GP by contacting departments directly for invoices or returning receivings back to budget. Communicates when the Assistant Controller can start the year-end closing process in Microsoft Dynamics GP. Assists the Assistant Controller with the year-end closing process in Workplace and in Microsoft Dynamics GP.

5. Responsible to recognize prepaid expenses and miscellaneous accrued expenses for year-end accounting and to supply proper documentation with prepaid and accrual calculations and account numbers to the Assistant Controller for proper recording.

6. Responsible for Credit Card Rewards Program setup of vendors, processing credit card vendor payments through Zevez into GP and communicating with vendors. Processes monthly credit card payment in GP informed by the Assistant Controller. Works directly with Assistant Controller in resolving any reconciling differences and follows up with vendor payments not processed in a timely manner. Works with Assistant Controller in trying to maximize our rewards through credit card payment for the benefit of the College.

7. Monitors purchase orders in GP, contacts users who have not received against a PO within 30 days and moves closed POs to history in GP on a quarterly basis. Notifies Purchasing to cancel and close POs.

Additional Responsibilities:

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Supervises student workers; directs, schedules, and checks their daily assignments.

3. Responsible for training students on computer system and in accounts payable work.

4. Responsible for hand check processing in the absence of the Office Manager.
5. Responsible for opening and distributing vendor mail that comes through the Controller’s Office in the absence of the Office Manager.

6. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Detailed knowledge of procedures and approval required in the accounts payable system.

2. Solid accounting and reconciling skills obtained through formal training and experience.


4. Possess strong and effective interpersonal communication skills both written and oral when working with students, faculty, staff, and outside vendors.

5. Technical aptitude to learn and proficiently work with multiple software systems.


7. Must be able to work independently with strong adherence to deadlines.

8. Ability to sit for long periods of time.

9. Sufficient eyesight to read invoices, computer reports and computer screens.

Position Code: CON-AP-1
Grade: 4
FLSA Status: Non-exempt