

POSITION DESCRIPTION

Position Title: Accounts Payable/Payroll Coordinator
Department: Accounting
Time Assignment: Full time
Exemption Status: Non-Exempt
Reports To: Controller
Effective: March 2017

Position Summary:

Responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of weekly accounts payable transactions and bi-weekly payroll. Manage accounts receivable function by processing and reconciling invoices. Provide specific accounting support to the accounting department. Maintain departmental separation of job duties for high level of internal control.

Essential Responsibilities:

1. Accounts Payable
 - a. Enter cash disbursements
 - b. Maintain vendor related records including W-9's, vendor agreements and other related correspondence
 - c. Reconcile NDSU billings and credit card statements
 - d. Enter and upload invoices into system and ensure proper coding of expenses entered
 - e. Prepare and perform check runs
 - f. Prepare certain batches related to the accounts payable function such as sales and use tax accounts payable accruals
 - g. Prepare and process electronic transfers and payments
 - h. Provide support for account reconciliation of bulk postage, prepaid expenses, accounts payable, and other areas as assigned
2. Payroll
 - a. Ensure bi-weekly payrolls are processed in a timely and accurate manner
 - b. Enter non-exempt personnel time sheets into payroll system
 - c. Enter new hire data including, but not limited to: pay rates, tax status, direct deposit information, retirement contributions, benefit elections, and other deductions
 - d. Maintain payroll and related records recording the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence
 - e. Prepare and distribute leave reports
 - f. Process manual checks as requested
 - g. Respond to employee inquiries and requests regarding payroll matters
 - h. Ensure all changes to payroll are processed correctly
3. Accounting support and other duties
 - a. Prepare and send accounts receivable billings (invoices)
 - b. Calculate and record monthly sales and use tax accrual
 - c. Compile and submit quarterly sales and use tax return
 - d. Monitor and record interbank transfers based on monthly account statements
 - e. Code and record ACH payments monthly
 - f. Compile monthly perimeter property rent and occupancy expense batches

- g. Provide general support for special projects to the Sr. VP of Finance and Operations/CFO, Controller, and Senior Accountant

Essential Functions:

1. Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
Tasks:
 - a. Efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.)
 - b. Maintain files accurately, in paper and in software programs
 - c. Maintain records and prepare reports
 - d. Handle multiple tasks simultaneously
 - e. Plan, prioritize and meet deadlines
2. Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
Tasks:
 - a. Interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public
3. Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.
Tasks:
 - a. Maintain confidentiality of records and information
 - b. Display excellent judgment and decision making
 - c. Follow through on projects with little supervision
 - d. Identify problems
4. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Minimum Qualifications:

1. High School diploma or GED
2. 3 years' demonstrated experience in accounts payable and/or payroll processing
3. Exceptional attention to detail and commitment to high-quality outcomes
4. Excellent organizational, interpersonal, written and oral communication skills with the ability to follow-up effectively with all staffing levels
5. Proficiency with technology including Excel, Word, and Outlook
6. Ability to function in a fast-paced, multi-task environment
7. Ability to maintain a high degree of confidentiality and responsibility regarding information related to payroll and Foundation information
8. Valid driver's license and proof of insurance

Preferred Qualifications:

1. Associates degree or higher in Accounting
2. Experience with Blackbaud Financial Edge software or similar financial system
3. Knowledge and/or experience in higher education or a non-profit setting

Physical Demands:

Constantly operates a computer. Regularly required to maintain a stationary position, move about the office, determine

what others have said or written, and converse with others and exchange accurate information. Regularly required to sit, stand, bend, reach, and move about the office and within the community. May also include occasional bending, stooping, squatting, and/or pushing and pulling or moving objects. Occasionally required to move, raise, reach and/or retrieve binders, books, boxes, and files up to ten (10) pounds.

The position description is not intended to be an all-inclusive list of job responsibilities, duties and requirements: but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the needs of the business. The NDSU Foundation and Alumni Association reserves the right to add or change the duties of the position at any time.

Employee's Signature

Date

Supervisor's Signature

Date