**Accounts Payable Clerk**

**General Description:** Supports the organization's accounting functions through data entry, basic accounting, and customer service. This position is responsible for entering supplier invoices into the ERP and other systems.

# Job Responsibilities

* Enters invoices based on business requirements such as tax rules, university policy and appropriate accounting structure.
* Provide excellent customer service to both internal (campus) and external (suppliers) via phone, email and ticketing/work order system.
* Assist with data integrity checks.

# Qualifications

Knowledge of finance and business basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED and at least 1 year of related work experience. Attention to detail is essential as well as speed in processing. Requires basic knowledge of accounting and/or accounts payable principles. Excel skills are helpful.

*This document describes the general nature and level of work being performed by people assigned to this job. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*