



## **Accounts Payable Clerk, California Northstate University, Elk Grove, California, USA**

**POSITION TITLE:** Accounts Payable Clerk

**REPORTS TO:** CFO/ VP of Finance

**WORK SCHEDULE:** Monday – Friday,  
Normal Business Hours  
full time, Non-Exempt,  
\$26.00-\$30.00 Hourly  
Rate

**CLOSING DATE:** Open until filled

This position is responsible for performing a range of accounting and clerical tasks related to the accounts payable function. This position will also be responsible for applying generally accepted accounting principles and procedures to prepare accurate and timely financial entries, analyze financial information, and produce timely financial statements and reports for the company.

The position requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenges. The candidate will need to process strong problem solving skills, work ethic, organizational skills, and attention to detail, decision making skills and ability to work with others. This position will support various aspects of the financial cycle including, but not limited to, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

### Essential Functions

1. Review and enter all accounts payable invoices received via mail and email for all entities into the system.
2. Obtain W-9 and New Vendor Set Up forms as needed for new accounts.
3. Research and troubleshoot duplicate &/or problematic invoices.
4. Provide customer service to all entities (faculty/staff/students) as needed.
5. Assist in the month-end, quarter-end, and year-end closing processes.

6. Prepare, review, and analyze monthly financial statements.
7. Prepare month-end journal entries.
8. Perform monthly reconciliations.
9. Assist with budget preparations.
10. Process accounts payable in a timely manner for all entities
11. Assist with tax documentation.
12. Assist with the preparation and coordination of external audits.
13. Receive requests for materials and equipment and prepare purchase orders accordingly.
14. Process and reconcile AMEX credit card.
15. Generate 1098's and 1099s.
16. Perform data entry, data collection, routine communications with college representatives and employees.
17. Scan and file all documents for the CFO, Accounting, and Business Office
18. Maintain confidentiality of the University's records
19. Other duties as assigned.

Education: Bachelor's degree Preferred

Knowledge, Skills, Abilities:

1. Strong data entry skills
2. Excellent verbal & written communication skills
3. Must be able to work independently with minimal supervisor
4. Must be able to research, problem solve and identify solutions
5. Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
6. 2-3 years of high volume accounts payable experience preferred
7. Proficient in Excel or various accounting software's
8. Previous Accounting experience (preferably AP)
9. Intermediate Excel skills
10. Strong initiative and great problem solving skills
11. Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities
12. Great Plains
13. Bachelor degrees in accounting/business preferred but not required

Supervisory Responsibilities: Accounts Payable Clerk Reports to the CFO & Business Office Manager

Physical Demands: Work at a computer for extended periods of time.

Working Environment: Office environment.

Work hours: Monday - Friday, (40 hours work week) with varied lunch hours.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a resume with at least three references. All candidates are asked to provide a cover letter, articulating how their

knowledge, experience, and beliefs have prepared them to function in support of California Health Sciences University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information. A review of applicants will begin immediately and will continue until the position is filled. California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Elk Grove, CA 95757: Reliably commute or planning to relocate before starting work (Preferred)