BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Accounting Assistant – Accounts Payable

DEPARTMENT: Finance

FUNCTION: Reconciles general and subsidiary ledgers, accounts payable, cash disbursements (expenditures, student refunds, etc.). Provides general administrative support for the department.

REPORTS TO: Manager, Accounts Payable

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Verifies transfers and totals for monthly expenses in all accounts and prepares journal entries as appropriate.
2. Performs account analysis and maintenance and assists with preparation and reconciliation of 1098/1099’s on a yearly basis.
3. Prepares schedules and provides assistance for the annual audit.
4. Coordinates vendor payments and resolves discrepancies.
5. Verifies receipt of goods delivered to validate invoices received/submitted for payment.
6. Ensures timely payment of vendor invoices and expense vouchers, and maintains accurate records and controls.
7. Prepares and receives applicable accounting reports and inspects accounts payable register to ensure accuracy.
8. Reconciles accounts and records general ledger entries.
9. Communicates with colleagues in the college to resolve discrepancies regarding accounts payable matters.
10. Provides general office support and orders office supplies for the department
11. Performs additional tasks or duties as assigned by the Manager of Accounts Payable or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic to intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Customer Service
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning
• Experience with Ellucian Colleague, preferred

**Education:** Associates Degree in Business or Accounting; or a minimum of 2 years of related experience in multiple areas of Accounting (Accounts Payable, Accounts Receivable, and General Accounting); or a minimum of 3 years of experience as a full charge bookkeeper or staff accountant.

**Experience:** see above

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________ Date: __________
Name/Title

Approved by: ___________________ Date: __________
Name/Title

Reviewed by: ___________________ Date: __________
Human Resources

Board Approval: ___________________ Date: __________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE.**