



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Accounts Payable Manager
Status: Full-time, 35 hours/week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Controller

PRIMARY PURPOSE:

Oversee the effective administration of the accounts payable function of the College. This responsibility extends to all phases of College operations including grants and auxiliary operations.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Process invoices in a timely manner.
- Match invoices to purchase orders, receive reports and payment vouchers, and codify invoices and data entry of invoices.
- Print checks for vendors, student refunds, and special monthly payroll.
- Ensure timely mailing of all checks, timely filing of vouchers and proper cut-off at month end.
- Post to Accounts Payable and General Ledgers.
- Maintain vendor file, reconcile monthly vendor statements, and resolve vendor payment issues and inquiries.
- Assist with year-end closing process and audit.
- Prepare reports as required.

Occasional Job Functions:

Perform other duties as assigned.

REQUIRED QUALIFICATION STANDARDS:

Education:

B.S. in Accounting, Business Administration, or other finance-related field.

Experience:

Experience using Windows, spreadsheets and word processing software.

Skills, Knowledge, and Abilities:

- Proficient in Windows, spreadsheets and word processing software.

- Excellent oral and written communication, analytical, organizational and accuracy skills combined with a meticulous manner.
- Demonstrated ability to effectively exercise independent judgement.

PREFERRED:

- Experience in accounts payable and/or general accounting environment.
- Experience using a computerized on-line accounting system.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.