

POSITION DESCRIPTION

TITLE: **Fiscal Administrator/Accounts Payable - (Exempt)**

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Fiscal Administrator/Accounts Payable reports to the Senior Disbursement Accounting Supervisor. This person performs all functions necessary to ensure the appropriate, accurate, and timely payment of College and Historic St. Mary's City Commission obligations (as per the MOU between SMCM and HSMC) for all direct entry invoices. Major responsibilities include the following: processes invoices for payment; investigates and resolves invoice problems and payment inquiries from vendors; enters monthly journal entries and JADR's/JAIA's for interdepartmental/interagency activities; maintains computerized and paper vendor files; assists with year-end accounting accrual entries and auditor requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Receives and/or disburses funds related to the assigned area of responsibility.
- Processes complicated or non-repetitive accounting transactions and traces transactions through previous accounting actions to determine discrepancies.
- Posts journal, ledger, or voucher books of account from supporting data by hand or machine.
- Responsible for posting, maintaining, and tracking a series of accounts that exceeds a total of five hundred thousand dollars or more.
- Prepares summary sheets for use of supervisor or auditors in preparing comprehensive financial statements.
- Audits and proofs accounting reports for clerical accuracy and conformance to departmental, state, and federal procedures.
- Analyzes financial documents and investigates questionable data.
- Maintains cost system, allocating expenditures to accounts in accordance with established procedures.
- Develops and dates sources of standard items.
- Maintains vendor files, purchase order logs, and related records.

Position Description
Fiscal Administrator/Accounts Payable
Page 2

- Resolves any problem or missing documentation for invoices.
- Maintains vendor files, ensures that the Federal ID#, name, and addresses are current and accurate.
- Resolves/responds to payment inquiries from vendors and college community.
- Prepares and processes check cancellations to the state.
- Assists with year-end accounting accruals.
- Assists with auditor requests for invoices and supporting documentation.
- Communicates effectively both verbally and in writing.
- Responds to clients, vendors, and campus associates with professionalism and respect.
- May perform secretarial functions as needed for assigned staff member(s).
- May supervise clerical workers or act as a lead worker to other record keeping personnel and may assist in training personnel.
- Maintains inventory of supplies and materials and may assist in taking physical inventory as needed.
- Maintains accurate customer files; keeps track of name changes, mergers, address changes, and mailing attentions for all divisions. Relays this information to the appropriate personnel.
- Serves as back-up for other Fiscal Administrator/Accounts Payable as needed.
- Processes SMCM and HSMCC invoices for payment that are considered direct entry invoices and are not supported by a Purchase Order. This includes the St. Mary's Campus Store invoices, any other department, and HSMCC direct entry invoices.
- Monitors the Accounts Payable invoice email account. This includes printing invoices ready for payment, distributing to the appropriate Fiscal Administrator and responding to all emails within 48 hours of receipt.
- Maintains the General Accounting Division (GAD) logbook by entering all transactions on a daily basis from the DARFXXX report.
- Enters and records journal entries for SMCM/HSMCC inter-departmental activities.
- Enters and records JADR's and JAIA's for SMCM/HSMCC, State, and interagency activities.
- Receives and routes all calls into the Business Office to appropriate individual or departmental unit supervisor.
- Receives and routes all incoming mail for the Business Office to the appropriate individual or departmental unit supervisor.

Position Description
Fiscal Administrator/Accounts Payable
Page 3

MINIMUM QUALIFICATIONS:

- Education: High School diploma or GED equivalency required; Associates Degree preferred, including courses in typing and bookkeeping.
- Experience: Seven years responsible experience in bookkeeping, accounting, or secretarial assignments involving advanced records keeping (directly related business school or college courses may be substituted equally for up to one year's experience); or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Must be bondable.
- In addition, must have working knowledge of bookkeeping theories and practices and accepted office procedures; some knowledge of intermediate accounting procedures. Must have the ability to perform a volume of numerical detail work accurately, to make difficult mathematical computations with and without mechanical assistance (ability to operate calculator by touch).
- Must be proficient in the use of computer-based spreadsheets and related software.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.