



Savannah State University Position Description – Accounts Payable Clerk

POSITION DESCRIPTION

Position Title: Accounts Payable Clerk

FLSA Status: Exempt

Reports to: Accounts Payable Supervisor

Department: Financial Services

Date Prepared: June 2008

BASIC FUNCTION

To assure all invoices are paid in a timely manner so that all discounts can be taken to the advantage of the university. Also, solving problems between vendor and university.

NATURE & SCOPE

Reporting to the Accounts Payable Supervisor this position provides support in the accounts payable area. Special effort is focused on ensuring that possible discounts are taken when available.

The largest part of the incumbent's time is spent entering invoices into the system and handling check requests.

This position works with the PeopleSoft system on a regular basis.

The Accounts Payable Clerk also coordinates the work of one student worker.

PRINCIPAL ACCOUNTABILITIES

- Enters invoices/check requests (std vouchers)
- Researches problems
- Prioritizes workload
- Resolves issues with vendors
- Provides support to staff
- Performs related work as may be required.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent; computer literate, with good communications skills is essential.