



Savannah State University

Position Description – Senior Accounting Assistant

POSITION DESCRIPTION

Position Title: Senior Accounting Assistant FLSA Status : Nonexempt
Reports to: Director Administrative-Business and Finance
Department: Financial Services
Date Prepared: June 2003

BASIC FUNCTION

To assure all invoices are processed for payment. Enter invoices in Peoplesoft system within reasonable amount of time after receiving them.

NATURE & SCOPE

Reporting to the Director, this position is focused on the accounts payable area of business services. The incumbent enters invoices into the PeopleSoft system on a timely basis.

Significant time is spent to resolve purchase order issues with various vendors. This is done by telephone.

The incumbent is responsible for insuring continued liaisons with assigned suppliers, customers and others for purposes of maintaining effective working relationships related to accounts payable.

This position is expected to function in a team environment and is one of two positions functioning as the accounts payable area.

PRINCIPAL ACCOUNTABILITIES

- Enters invoices and PO invoices.
- Researches statements.
- Resolves vendor issues.
- Researches/resolves purchase order issues with vendors.
- Enters regular standard invoices.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four year college degree.