

Student Employment Job Description

Position:	Accounts Payable Clerk	Job Level:	S.A. A
Department:	Business Office	Supervisor:	C. Wallace

Revised 02/04/10

Description

Duties and Responsibilities:

- Filing - Accuracy critical
- Batch invoices, POs, receiving reports to prepare for computer entry
- Write clear, concise letters of explanation to vendors
- Check extensions on invoices and POs
- Computer data entry
- Other duties as assigned
- Balance statements
- Check extensions on invoices
- Completion of standardized forms & form letters

Special Qualifications Required

- Typing Skills
- Windows 95 experience preferred
- Ability to use 10-key by sight
- Accounting class recommended
- Interest in business office setting
- Concentration, accuracy, and attention to detail required

Hrs/Wk:	20	Starting Wage:	\$ 7.75
Position Posted:		Date Selection May Begin:	