

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Accounts Payable
Coordinator**

Department: **Business Office**

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

The Accounts Payable Coordinator is generally responsible for the complete and timely processing of all invoices submitted for payment. The Accounts Payable Coordinator also maintains all files related to accounts payable.

Essential functions

- Process accurately and efficiently all invoices and check requests submitted for payment.
- Generate, write, distribute, and track non-payroll checks.
- Review distribution and posting reports for accuracy of transactions, especially for handwritten and voided checks.
- Distribute invoices to appropriate budget directors for approval for payment.
- Track invoices as they are distributed to budget directors.
- Report transactions that appear to violate University Policies.
- Assist University personnel and vendors with questions regarding disbursements.
- Update vendor database and obtain W-9 information for new vendors.
- Manage all accounts payable related records and reconcile related accounts.
- Process Form 1099's at the end of the calendar year.
- Cross train for other Business Office positions as needed.

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Other duties

- As assigned by the Accounting Manager, Controller or AVP of Finance and Administrative Services.

Qualifications:

Knowledge, skills, and abilities

Knowledge of methods and procedures pertaining to accounts payable related files; of business communications, including grammar, punctuation, and spelling; of business mathematics. Ability is required to establish and maintain effective working relationships with others; to express ideas clearly and concisely; to exercise good judgment in analyzing situations and making decisions; handle stress with a courteous and pleasant attitude; and to interpret and apply applicable rules to accounts payable guidelines.

Required:

- High School Diploma
- Analytical skills; experience in accounting, word processing and spreadsheet software
- Personal computer, electronic calculator, copier, fax

Preferred:

- College Degree, business related courses
- Experience in an accounts payable position

Additional Requirements:

- Must be an active member of a local evangelical church.
- Evangelical is a broad term referring to a segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “**Support Staff Applications**” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>.