

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 must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

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.

Other Duties:

- As assigned by the Director of Finance 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;

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handle stress with a courteous and pleasant attitude; and to interpret and apply applicable rules to accounts payable guidelines.

Education:

Required: High School Diploma.

Preferred: College Degree, business related courses.

Experience:

Required: Analytical skills; experience in accounting, word processing and spreadsheet software.

Preferred: Experience in an accounts payable position.

Equipment

Required: Personal computer, electronic calculator, copier, fax.

Special Requirements:

- Ability to operate general office equipment in the office (i.e. fax, copier, electronic calculator, telephone, personal computer, and other office machines); Ability to remain seated for extended periods of time.
- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to 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>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.