

SCU OF HEALTH SCIENCES
Job Description

JOB TITLE: Accounts Payable

Reports To: Assistant VP for Accounting
Prepared by: ADP TotalSource

January 8, 2018

SUMMARY:

This position is primarily responsible for ensuring payments of all invoices for the University on a timely basis to ensure the University's credit is in good standing, as well as processing student refunds, employee reimbursements, and other miscellaneous checks by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Sorts and distributes mail on a daily basis.

Enters invoices, student and employee reimbursement checks, vendor credits, etc., into CX daily for payment processing.

Handles direct invoices and invoices with purchase orders according to department procedure.

Identifies vendors to receive a 1099 at year-end and flag applicable invoices when they are entered into CX.

Identifies purchases that need sales tax accrued as the invoice is being entered into CX.

Cuts checks on a weekly basis.

Maintains accounts payable daily logs and monthly reports.

Maintains the integrity and accuracy of the vendor database in CX.

Maintains the accounts payable files.

Performs other related duties as requested.

Ensures account coding is processed correctly: Credit card expenses, employee reimbursements and travel expenses.

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Project Management - Communicates changes and progress.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Organization

- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a minimum of three years' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: ERP Systems; Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); and Electronic Mail Software (Outlook).

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Getting along with co-workers
- Cooperating with co-workers
- Responding politely and professionally to customers/students/vendors
- Working as a team member
- Being able to think quickly and act appropriately in emergency situations
- Functioning under intense time pressure
- Working extra hours as required
- Continuing to perform well under pressure
- Willing to learn and take on tasks of increasing responsibility

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit.

The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Expectations of SCU Employees

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

SCU Permission-to-Play Values:

- 1) Respect
- 2) Integrity
- 3) Emotional intelligence
- 4) Team player
- 5) Accountability
- 6) Collegiality
- 7) Authenticity

SCU Aspirational Values:

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability

Common Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities By Category:

- 1.) They promote positivity and teamwork
 - a. They actively work to build up teams and break down silos
 - b. They actively work to be part of the solution
 - c. They actively work to empower themselves and their teammates, working together in decision making processes
- 2.) They see how they can affect the bigger picture
 - a. They understand how their role helps to build the future of integrative healthcare
 - b. They pay attention to the details.