



FORT PECK

COMMUNITY COLLEGE

Job Title:	Accounts Payable Clerk	Position Type:	Full Time - Permanent
Location:	GTD - Business Office	Will Train Applicant(s):	Yes
HR Contact:	Michelle Day – 768-6315	Date Closing:	Open until filled
Fax or E-mail resume to: (406) 768-6301 or mday@fpcc.edu	Mail: Michelle Day, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. Letters of Reference 	

Job Description

Job Purpose:

Duties:

- Review all invoices for appropriate documentation and approval prior to payment.
- Data entry & check request processing in a timely manner.
- 1099 maintenance and yearly creation.
- Respond to all vendor inquiries.
- Reconcile vendor statements, research & correct discrepancies.
- Maintain files & documentation thoroughly & accurately, in accordance with company policy and accepted accounting processes.
- Maintains subsidiary accounts (Travel and Miscellaneous) by verifying transactions.
- Receive and record payments for students and other College Departments.
- Review student account balances to ensure accuracy and make adjustments as required.
- Bill third-parties as required for student tuition and fees.
- Greet and provide information and assistance to office visitors.
- Complete periodic reports on status of accounts receivable.
- Work closely with the financial aid office in reviewing student aid and charges before payments or refunds are released.
- Run Student Stipends. Financial Aid transfers.
- Import the Bookstore charges and book buyback refunds every semester.
- Creation of 1098T statements yearly.
- Track inventory on a monthly basis.
- Handles petty cash & maintains reimbursements.
- Invoices for facility usage.
- Protects organizations value by keeping information confidential and complies with FERPA laws.

Educational Qualifications:

- Minimum of Bachelor's Degree.
- Knowledge of Accounting Processes.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~