

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



Posting Date: April 22, 2021

## INTENT TO EMPLOY

**Position:** Accounting Assistant – Accounts Payable

**Minimum Qualifications:**

1. Associates degree **required** (May substitute 5 years related work experience for one year of education up to a maximum of four years education equivalency. For example, ten years of related work experience will be equated for an associate degree. For clarification, please contact Human Resources.)
2. A minimum of one (1) year of related full-time work experience **required**.

**Primary Purpose:** Coordinate and process accounts payable expenditures; maintain accounts payable record files; serve as liaison to college personnel and vendors to resolve problems or provide information and instructions related to proper procedures. The employee will:

**Job Functions:**

1. Be responsible for vendor maintenance on Financial System ensuring compliance to data standards.
2. Prepare checks for invoices with and without purchase orders.
3. Review invoices for discounts, tax not applicable, cancellation, back-orders and returned merchandise; ensures purchase orders, receiving and invoices are matched.
4. Review receiving copies for changes and cancellations and approved signatures.
5. Review statements from vendors for accuracy; reconcile difference.
6. Respond to inquiries from departments and vendors regarding payment and outstanding items; serve as liaison to resolve discrepancies. Reconcile open commitment at close-out of each month.
7. Disburse checks to vendors.
8. Prepare various accounts payable reports.
9. Close-out purchase orders at end of fiscal year; reconcile to accounts payable in Financial System.
10. Assist with processing of 1099 Miscellaneous tax forms.
11. Supervise work-study student.
12. Work registration each term.
13. Assist other personnel in Accounting as needed.
14. Perform other related duties.

**Salary:** \$31,077.00 to \$45,935.00 based on ACCS Board of Trustees Salary Schedule E3/05 and experience.

**Application Deadline:** 4:30 p.m., May 6, 2021

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**