



# Accounts Payable Manager

Job Description

**DIVISION/DEPARTMENT:** Business Office

**DATE TO BE FILLED:** Immediately

**SALARY:** Commensurate with Experience

## SUMMARY

The Accounts Payable Manager performs a variety of accounting functions in the Business Affairs Office, i.e., reconciles and verifies invoices for paying company bills and the distribution of checks to appropriate vendors. He or she is responsible for reconciling travel documents and ensuring that financial statements include the correct information. The AP (Accounts Payable) Manager will assist the accountants and auditors in preparing documentation for the annual audit.

## RESPONSIBILITIES

- Establish and maintain records of all checks and vouchers issued.
- Verify receipts, purchase orders, and invoices; enter invoices into the computer system and prepare checks for the payment of invoices.
- Assist in determining the schedule for the payment of invoices.
- Prepare monthly reports on outstanding purchase orders and invoices.
- Review computer printouts for errors and take necessary action to resolve discrepancies, acquire proper codes and reconcile totals accordingly.
- Audit and verify travel expenses; prepare checks for travel advance funds as directed.
- Serve as liaison with vendor representatives to reconcile discrepancies.
- Perform other related duties incidental to the work described herein.
- Distribute year-end tax forms to vendors and IRS.

## SKILLS AND QUALIFICATIONS

A successful Accounts Payable Manager will have a mix of organizational and analytical skills. He or she should be able to work out numbers, generate reports, and find discrepancies as well as cost-saving opportunities. Other qualifications may include:

- Competency Ellucian Colleague accounts payable module or similar ERP application
- Basic data entry skills and attention to detail
- Comfortable with math and calculations
- Good listening and communication skills
- Proficient in Microsoft Office Suite; Outlook, Excel, Word, and Power Point

## QUALIFICATIONS

This position requires at least a high school diploma and 3-5 years of accounts payable experience. Recent graduates with a bachelor's degree in finance or accounting and relevant internship experience are encouraged to apply. A master's degree in either field is going to be an advantage.

Candidates that do not have a bachelor's degree may be able to apply with a Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA) certification.

## SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

## **ABOUT US**

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfilling the mission to equip and inspire students for excellence and service in their communities and throughout the world.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER**

## **TO APPLY**

**Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to [careers@rustcollege.edu](mailto:careers@rustcollege.edu).**

*(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).*

Mrs. Angela Williams, AVP for Human Resources  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635

**Closing Date:**  
Open Until Filled

**Posting Date:**  
8/2024