



Job Title: Accounts Payable Fiscal Technician

Position Summary:

Cheyney University invites applicants for an Accounts Payable Fiscal Technician to work within the Business Services Office in the division of Finance & Administration.

This is advanced clerical-accounting work involving the application of bookkeeping principles and practices. The incumbent performs advanced bookkeeping duties in recording, reviewing, processing, and controlling financial records and documents. Work involves examination of a variety of records and documents for propriety, quality, and conformance to established business office procedures and university policies. The work is performed independently within a framework of prescribed accounting procedures and university regulations.

Responsibilities:

Open, date and process all incoming mail daily. Enter all documents requiring payment into the account payables system daily. Scan and attach documents

Verify proper vendor information; enter vendor information and remittance information as necessary

Research and respond to vendor inquiries relative to outstanding invoices. Resolve issues concerning payments to vendors in a courteous and timely manner.

Ensure that invoices are paid by due date. Process special reimbursement requests as assigned

Maintain invoice receivable/contract receivable logs

Match and mail checks to vendors

Reconcile accounts payable and goods received for the general ledger.

Type tax-exemption forms for requesting vendors.

Assist with year-end accruals for the general ledger system.



Audit and process travel reimbursement requests for proper coding, approval and conformity to PASSHE travel policies and guidelines.

Run payment proposals when needed.

Review, research and match invoices with purchase orders.

Review purchase order information/invoices/direct payment forms and travel related requests for proper coding, approval, clarity of intention, dates and conformity system and university guidelines prior to processing.

Maintain AP & Purchasing record/filing system.

Assist in preparing year end files to be logged and moved to offsite storage each July.

Other duties as assigned

REQUIREMENTS

Education, Training, and/or Experience:

One year as a Fiscal Assistant or three years of work involving the maintenance of fiscal or financial records, including one year of responsible work which involves the application of accounting or fiscal principles and practices; and graduation from high school; or one year of experience in maintaining and reviewing fiscal records and an Associate degree in accounting or business administration; or Any equivalent combination of experience and training.

KNOWLEDGE, SKILLS & ABILITIES:

Excellent communication, verbal and written

Develop solutions to problems.

Organize and plan effectively.

Master attention to detail in analyzing and evaluating information

Complete multiple tasks.



Interact with diverse publics in a friendly and welcoming manner.

Work effectively in a team environment.

Computer Skills (Microsoft Word Suite and work-related software)

INSTRUCTIONS FOR APPLYING:

Please send a copy of your cover letter and resume to <mailto:Hr@Cheyney.Edu>

*All offers of employment are subject and contingent upon satisfactory completion of all preemployment criminal background checks.