

**TITLE:** Accounts Payable Clerk  
**DEPARTMENT/DIVISION:** Fiscal Affairs  
**REPORTS TO:** Vice President of Fiscal Affairs  
**CLASSIFICATION:** Classified (Full-Time)

## **POSITION SUMMARY**

The Accounts Payable Clerk has the primary responsibility for completing payments for Seminole State College. The Accounts Payable clerk will be responsible for verifying expense codes and funding, ensuring accuracy and compliance with state and federal regulations. The Accounts Payable clerk will also be responsible for issuing stop-payments, reconciling invoices, and preparing 1099's.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential information with tact and discretion.
- Reviews and processes all vendor payments for the college using various IT systems (including state systems).
- Uses professional judgement and makes appropriate recommendations for expenditures.
- Assists internal employees and external vendors with invoicing questions and researches any related issues.
- Maintains desk manual and Seminole State College policies related to accounts payable.
- Researches and resolves any purchase order, invoice, and/or payment discrepancy.
- Responsible for collecting and maintaining accurate documentation to include with each claim.
- Responsible for filing and following record retention policy
- Ad hoc reporting as requested by departments.
- Processes end-of-year documents such as 1099's for vendors
- Meets deadlines and is knowledgeable in methods, practices, and procedures used in purchasing, record keeping and reporting.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Work on any other projects as directed.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- **Knowledge:** A minimum requirement of an associate degree or equivalent years of experience; bachelor's degree preferred. Three years of business office administration experience preferred. Typing skills, knowledge of purchasing policies of Seminole State College and the State of Oklahoma, the

ability to work with spreadsheet programs, and ten-key calculator are preferred. Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.).

- **Skills:** Must possess strong organizational and human relation skills, along with excellent written and verbal communication skills; strong time management skills and the ability to prioritize multiple deadlines with a high degree of accuracy.
- **Abilities:** Able to work flexible and/or extended hours during peak times of the academic year and must be enthusiastic, dependable, and self-motivating. Ability to handle conflict in a positive manner.
- **Critical Thinking:** Ability to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- **Character:** Passion for assisting internal and external stakeholders, including students and other Seminole State College employees. High level of ethical standards and professional behavior.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by August 23, 2023 are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, long-term disability, group health and dental insurance, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts should be sent to:

**E-Mail:** [hr@sscok.edu](mailto:hr@sscok.edu)

and/or

**Mail: Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

*SSC is an AA/EEO employer committed to multicultural diversity.*  
*SSC participates in E-verify.*

**Posted August 9, 2023**