



Accounts Payable Analyst (full-time, 35 hours/week)

Accounts Payable

Position 102051

Position Summary: The Accounts Payable Department is responsible for timely processing and proper payment to vendors. Accounts Payable is responsible for compliance with university policies as well as audit and tax regulations regarding payments disbursed. The purpose of this position is to assist in the processing of direct payment check requisitions, general and purchase order related invoices, student refunds, and other reimbursements.

Essential Responsibilities Include: This position is required to meet any specific departmental customer service agreements and the Finance Division's commitment to excellent customer service, which includes but is not limited to the following: understand customer's needs and wants; strive to constantly and consistently exceed what has been promised; provide 'value-added' services to any internal or external customers; make each contact or interaction with customers courteous and professional. Obtain and evaluate all relevant information to either: (a) make an informed decision on handling inquiries, requests or complaints; or, (b) communicate and coordinate with the appropriate internal department or designated individual(s) to effectively resolve the situation. Be responsive and follow-up on customer queries, requests, complaints or interactions in a timely manner in accordance with division and department standards; and keep a record of the details of significant inquiries, complaints and resulting actions taken.

Review check requisitions and invoices for accuracy, procurement policy requirements, and sponsored accounting funds approval. Ensure items for payment are reasonable and allowed by university policy. Process direct payment check requisitions, general and purchase order related invoices, invoices, student refunds, and other reimbursements. For Reimbursements, add receipts and verify totals. Ensure items for payment are reasonable and allowed by university policy. Process petty cash for departmental replenishment. Run checks and prepare for mailing to vendors. Run ACH processes and send files to bank and payees. Scan documents to attach to vouchers. Answer all email and phone inquiries promptly. Provide status updates on all outstanding items. Share responsibility for department tasks: maintenance of vendor files; processing of daily mail deliveries; processing of check disbursements and ACH payments; verify check and vendor documentation for accuracy and completeness; and other duties as assigned. Enforce compliance with relevant university payment policies. Adhere to all departmental internal control procedures. Update desk manual/departmental procedures as needed. Assist in preparation of 1099s and 1042S as needed.

Minimum Qualifications: A Bachelor's Degree and 2-3 years of accounting/bookkeeping experience. Strong customer service skills. Knowledge of automated financial systems. Knowledge of Microsoft Word and Excel. Basic data entry and calculator skills. Strong work ethics. Ability to effectively communicate with different personalities. Ability to effectively organize and prioritize work. PeopleSoft Financials experience preferred but not required.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position102051 in subject line of email. Please do not include photos on resumes; save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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