



Accounts Payable Specialist Job Description

About Erskine College

At the heart of Erskine College is its Christian identity. The college's mission is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and biblical truth are integrated to develop the whole person.

Description

The Accounts Payable Specialist is responsible for the accurate and timely processing of the college's accounts payable transactions and related financial activities. This position works closely with faculty, staff, vendors, and members of the Business Office to ensure invoices, payments, vendor records, and financial transactions are processed accurately and in accordance with college policies and procedures.

The Accounts Payable Specialist plays an important role in maintaining effective internal controls, supporting month-end and year-end financial processes, assisting with audits, and providing responsive customer service to the campus community and external vendors.

Responsibilities

- Review, process, and prepare invoices and other transactions accurately and in a timely manner.
- Ensure invoices have appropriate documentation, account coding, and authorization before payment.
- Process, print, verify, and distribute vendor payments.
- Monitor outstanding invoices and vendor statements and promptly investigate discrepancies.
- Maintain complete and accurate vendor records and accounts payable files.
- Respond to inquiries from vendors, faculty, and staff concerning invoices, payments, account balances, and related matters.
- Process college deposits and other assigned financial transactions.
- Assist with annual vendor tax reporting, including preparation, review, and distribution of Forms 1099 as applicable.
- Maintain appropriate vendor tax documentation and records.
- Follow college purchasing, payment, documentation, and internal-control procedures.
- Assist with internal and external audits by compiling documentation, researching transactions, and responding to information requests.

Qualifications

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff

- Associate or bachelor's degree in accounting, finance, business administration, or a related field.
- Previous accounts payable, bookkeeping, or general accounting experience.
- Experience working in a college, university, nonprofit organization, or similarly complex organization.
- Experience with enterprise resource planning (ERP), accounting, or higher-education financial management systems.
- Experience with vendor management, 1099 reporting, account reconciliation, and month-end closing activities.

Necessary Skills

- Strong attention to detail and a commitment to accuracy.
- Ability to organize work, establish priorities, meet deadlines, and manage multiple responsibilities.
- Sound judgment and problem-solving skills.
- Strong numerical, analytical, and reconciliation skills.
- Professional written and verbal communication skills.
- Ability to provide courteous and responsive service to faculty, staff, students, and vendors.
- Ability to maintain confidentiality and exercise discretion when handling sensitive financial, student, employee, parent, and vendor information.
- Ability to follow established policies, procedures, and internal controls.
- Ability to work independently while functioning effectively as part of the Business Office team.
- Ability to accept direction, take responsibility for assigned work, and follow tasks through to completion.
- A high standard of integrity, ethics, dependability, and accountability.
- Resourcefulness and a willingness to recommend improvements to processes and procedures.

Technology Skills

- Microsoft Office, with particular emphasis on Excel, Outlook, and Word.
- Accounting or ERP software.
- Electronic document and invoice processing systems.
- Standard office equipment and electronic recordkeeping systems.

Physical Demands

- While performing the essential functions of this position, the employee is regularly required to sit, communicate verbally, hear, and use a computer and other standard office equipment. The employee may occasionally be required to stand, walk, reach, bend, and lift or move items weighing up to 25 pounds.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Application Process

To ensure full consideration, interested candidates should complete Erskine College's online employment application, which can be found [here](#). In addition, please submit the requested application materials:

- Resumé
- Cover letter

- References (at least three)