NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position Title: Accounts Payable Technician
Department: Business Office

Job Type: 12months/Full-Time
FLSA: Non-Exempt

Reports To: Unrestricted Funds Manager
Salary Grade: 11

SUMMARY: Reviews and processes for payment purchase orders, invoices, statements, travel requests, travel vouchers, annuities, garnishments, and/or other check requests, as appropriate, for the University. Additionally, this position is responsible for handling the resolution of account discrepancies and procedural inquiries.

DUTIES AND RESPONSIBILITIES:
- Receives and reviews purchase orders, check requests, and/or related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.
- Matches original invoices and requests for payment with internal purchase orders or check requests; performs calculations to determine appropriate payment on travel requests, and makes modifications as necessary.
- Codes, verifies, and electronically enters accounts payable data into ledgers.
- Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Monitors blanket purchase orders and periodically notifies departments of balances.
- Close out purchase orders and disencumber travel, as needed.
- Process check runs to include direct deposit files.
- Process monthly accounts payable aging reports.
- Process annual tax forms (1099-Misc).
- Maintains regular attendance.
- Process paper documents utilizing the imaging and electronic document management system.
- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS:
- **Education:** High School diploma or GED.
- **Experience:** 6 months of experience that is directly related to the duties & responsibilities specified.
  - **Preference:** Experience working with Ellucian Banner.

KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge of standard accounts payable policies, procedures, and regulations.
- Ability to process computer data and to format and general reports.
- Ability to utilize an automated accounting system.
- Ability to understand and interpret vendor invoices, statements, and other requests for payment.
- Strong communication and interpersonal skills.
- Knowledge of general accounting principles.
- Basic data entry and/or word processing skills.
- Knowledge of mathematics.
- Knowledge of purchase orders and related accounts payable documentation.
- Ability to analyze and solve problems.

PHYSICAL REQUIREMENT:
- Lift or move up to 20 pounds .............................................. Frequently
- Lift or move more than 20 pounds ........................................... Seldom
• Sitting.................................................................Frequently
• Walking..............................................................Occasionally
• Bending...............................................................Occasionally
• Squatting.............................................................Occasionally
• Climbing .............................................................Occasionally
• Kneeling .............................................................Occasionally
• Repetitive hand motion and use of computer.................Frequently

ENVIRONMENTAL FACTORS:
• Work is normally performed in typical interior/office work environment.
• Work with frequent interruptions.