

**Accounts Payable Specialist
Embry-Riddle Aeronautical University**

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Posted Apr. 17, 2019, set to expire Aug. 17, 2019

Job Title Accounts Payable Specialist

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Apr. 17, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Fiscal Services

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Job Description

Embry-Riddle Aeronautical University is currently hiring an Accounts Payable Specialist within the Controller's Office. Reporting to the Accounts Payable Supervisor, the A/P Specialist will perform the day to day processing of accounts payable transactions to ensure timely payment of expenditures and to ensure that the University's finances are maintained in an effective, timely, and accurate manner. He/she will complete payments of University obligations and control expenses by processing, verifying, and reconciling accounts payable transactions. Responsibilities include the following: Verify and process supplier invoices, internal check requests and employee expense reports. Ensure that expenses are in compliance with financial and University policies and procedures, have sufficient backup, are properly coded and have appropriate approvals. Sort and scan invoices for processing. Match invoices to purchase orders. Verify price, quantity and item description. Verify supplier information and initiate change requests to the supplier record. Input invoices into the computer system. Respond to internal and external inquiries, reconcile supplier statements, investigate and resolve invoice discrepancies,



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identify past due invoices and take appropriate action. Process positive pay, ACH, and ePayables payment files. Record supplier refunds. Prepare fiscal year end accruals. Prepare ad-hoc reports.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact