

Administrative Support Spec (Time-Limited)
North Carolina A & T State University

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Posted Dec. 13, 2019, set to expire Apr. 13, 2020

Job Title	Administrative Support Spec (Time-Limited)
Department	Accounts Payable
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Dec. 13, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Fiscal Services
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Job Description	

Incumbent in this position is primarily responsible for the accurate and timely processing of vendor and employee payments within the constraints of internal and external accounting policies. This includes the matching of all documentation to process invoices and when required, conduct the necessary research to resolve concerns raised by vendors or the University community.

Duties

Applies a basic understanding of accounts payable processes, detail-orientation, judgement, and initiative to expedite payments. Acquires and applies knowledge of the University chart of accounts and University/State budget policies and procedures. Instructions, guides and references required in performing duties are obtained primarily from use of written materials (i.e. Policies & Procedures Manuals and software user guides), and authorized changes in procedures. Knows the NCDOR requirements for 4% withholdings and examines documents to make a determination as to whether a payment should be subject to withholdings. Maintains a procedure manual of accounts payable as a



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guide for backup assistance and updates as new procedures are added. Flexibility in learning new office procedures is expected.

Contact Information

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

Contact

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