

# PACIFIC NORTHWEST COLLEGE OF ART

DATE: October 2018  
POSITION: AP/Payroll Clerk  
DEPARTMENT: Business Office  
REPORTS TO: Business Office Supervisor  
FLSA STATUS: Non-Exempt/Full-Time

## PRIMARY PURPOSE

Responsible for all accounts payable processing and full cycle payroll processing. Ensures compliance with internal and external controls.

## Primary Job Functions

### Accounts Payable

- Execute the accounts payable functions of the college involving sometimes complex expense costing involving multiple department purchasing
- Support the purchasing efforts and activities of college departments: provide vendor information and process applications for credit and vendor account setup
- Accurately and efficiently process all invoices, check requests, and purchase orders: verifying and entering account coding
- Identify and escalate for resolution any questionable or unusual distributions
- Manage the generation and cash disbursements: prepare AP aging reports for review by supervisors, generate checks, distribute upon signature, and follow-up on open items (returned checks for bad addresses, etc.)
- Manage the use of the college's purchase order system (currently manual)
- Enforce all policies and procedures that relate to disbursements, purchasing in an environment with multiple points of authorization for expenditures, and all collateral Business Office functions
- Maintain all vendor files, including timely filing of all purchase-related documentation
- Produce annual IRS form 1099, and maintain up-to-date vendor records including W-9 filing
- Work with college personnel and vendors to resolve issues in a way that maintains good relations with vendors but does not put the College at risk or in adverse position
- Review and process all credit card transactions presented for payment; work in a pro-active manner to maintain adequate and appropriate documentation for all purchases, reviewing for adherence to college policies
- Maintain a clean and up-to-date work desk environment; develop protocols and procedures and implement handling exceptions and dealing with issues around vendor relations or purchasing matters, as needed
- Provide assistance with annual audit

### Payroll

- Payroll processing and related input and reporting
- Manage all payroll self-service and employee time off accruals
- Develop efficient and effective systems for the preparation and processing of faculty contracts and payments. Review all faculty contracts for accuracy prior to each semester/term
- Develop policies and procedures and provide general oversight for all payroll functions

- Maintain all employee personnel files in accordance of all college, state and federal compliance policies

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#### REQUIRED QUALIFICATIONS:

- 3-5 years prior AP/Accounting/Payroll experience
- Proven 10-key, typing, Excel and Word
- Ability to work with extreme accuracy under pressure and to discern and observe confidential matters
- Familiarity with Dynamics GP accounting system, or similar
- Ability to communicate professionally and effectively with co-workers and the public in a high volume capacity
- Demonstrated organizational skills and ability to self-manage responsibilities
- Ability to work accurately, confidentially, and meet deadlines under pressure
- Strong interpersonal skills and ability to work effectively as a member of a team and work collaboratively with other departments
- Excellent organization, prioritization, and self motivation skills.
- Medium to advance computer literacy skills including MS Office applications, ADP and HRIS applications

#### PREFERRED QUALIFICATIONS:

- Associates degree, or higher,
- Experience working in a private non-profit organization
- Experience working in an institution of higher education

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

To Apply:

Please submit resume, cover letter, and 3 professional references to [hr@pnca.edu](mailto:hr@pnca.edu)