

Accounts Payable Clerk

Tabor College

Hillsboro, KS

Job Overview:

The Accounts Payable Clerk is responsible for receiving, processing, and verifying invoices and payments related to accounts payable

Job Description:

- Ensure accurate and timely payment of all accounts payable
- Enter invoices and payment requisitions into the accounts payable system
- Process payments by printing checks and/or via third party payment system
- Reconcile monthly vendor statements
- Making journal entries to the General Ledger as necessary
- Assist the Accounts Receivable Clerk with student account balances and refund checks
- Assist with payroll processing as needed, including independent contractor payments.
- Manage tax exempt certificates and provide documentation to vendors as necessary
- Work collaboratively with other members of the business office to provide exemplary customer service
- Other duties as assigned by the Controller or Vice President for Business and Finance

Qualifications:

- A demonstrable faith in Jesus Christ
- Computer skills
- Prior experience and Bachelor's Degree preferred.

To apply or receive a full job description: Contact Alex Wiens, HR manager by email at tchumrec@tabor.edu. Qualified and interested candidates should submit a cover letter, resume and references.