

Moore College of Art and Design
JOB POSTING

Status: Non-Exempt

Position: Accounts Payable/Purchasing Coordinator

Reports to: Controller

Purpose: This entry level position processes all purchase orders, check request, and other payment transactions.

Benefits: Moore College of Art & Design offers a time off package consisting of 31 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Requirements:

- High School graduate required; college degree preferred.
- Accounts payable experience in an automated accounting setting preferred.
- Familiar with computer based systems; Windows based software including Word, Excel and Access; and data entry experience.
- Good customer service experience and the ability to communicate effectively with diverse constituencies.
- Ability to work as part of a team.

Responsibilities:

1. Process all purchase orders, check request, and other payment transactions.
2. Coordinate the weekly check runs and oversee the proper handling of check signing and distribution.
3. Initiate the check acceptance and other Blackbaud processes that are required to maintain payables records in the subsidiary and general ledger.
4. Prepare the accounts payable reconciliation and coordinate with other reconciliation's as needed.
5. Oversee the collection and maintenance of all 1099 data and prepare and distribute 1099's as required; maintain the W-9 collection system; and handle all other aspects of this process.
6. Maintenance of all A/P files including paper files and computer files.
7. Handle all vendor or department inquiries regarding the status of purchase orders, invoices and checks.
8. Answer phones and take messages as needed.
9. Relieve the Administrative Assistant for lunch breaks on a regular or as requested basis.
10. Assist other Business Office employees during non-peak periods or as instructed by the Senior Vice President.
11. Participate in the Clearance process each semester.
12. Handle all other duties, projects or assignments as assigned.

Physical Demands/Working Conditions:

No physical demands. Office settings.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited.

To read our full compliance statement please visit: <http://moore.edu/about-moore/non-discrimination-504-titleix>

