

**Job Classification:** Non-Exempt, Full-Time Staff

**Work Schedule:** Monday-Friday, 8:00-5:00; occasional evenings/weekends as needed.

**Location:** Manhattan Campus

**Compensation:** Grade Level 7, \$14.36 - \$21.55 per hour (Median rate: \$18.00 / Hour)

**Reporting Relationship:** Chief Financial Officer (CFO)

### **PRIMARY ACCOUNTABILITIES:**

The Accounts Payable Specialist is responsible for the accurate and timely processing of vendor invoices, reimbursements, and disbursements. This position ensures compliance with institutional purchasing policies, accounting standards, and internal controls. Duties are limited to accounts payable and vendor-related functions and do not include student billing, receipting, or management of student accounts.

### **PRINCIPLE RESPONSIBILITIES**

- Review, code, and enter vendor invoices into the financial system.
- Verify approvals, supporting documentation, and compliance with institutional purchasing policies.
- Communicate with vendors and internal departments to resolve invoice discrepancies.
- Monitor and respond to vendor inquiries through the accounts payable email inbox.
- Prepare invoices and documentation for scheduled payment runs.
- Review payment batches and verify check and electronic funds transfer (EFT) details prior to release.
- Reconcile accounts payable transactions to the general ledger.
- Assist with weekly cash disbursement reporting.
- Support month-end close activities, including review of outstanding invoices and accruals.
- Assist with 1099 tracking, documentation, and reporting requirements.
- Provide invoice and payment documentation in support of audits as requested.
- Maintain vendor master files and ensure required tax and compliance documentation is current.
- Maintain accurate and organized electronic records for invoices and disbursements.
- Perform other duties as assigned by CFO/Administration.

### **QUALIFICATIONS & SKILLS:**

- Associate's degree in business, accounting or other related field preferred.
- Minimum of two (1) years' experience in an administrative support or business office/accounting role required, ideally with exposure to testing or proctoring environments.
- Demonstrable commitment and ability to learning new business office technologies and software.
- Excellent interpersonal skills working with various stakeholders including, students, staff, visitors, and vendors.
- Excellent, demonstrated oral and written communication skills.
- Self-motivated and able to work independently as well as in a collaborative environment.
- Ability to maintain confidentiality.
- Highly organized and accurate with great attention to detail.
- Ability to manage multiple projects and adhere to strict deadlines and operational standards.

**PHYSICAL DEMANDS:**

- Ability to sit or stand for extended periods.
- Ability to read print materials and read/monitor screens for extensive periods of time.
- Ability to work occasional evenings or weekends if needed.
- Ability to communicate effectively in-person, via phone, or through electronic messaging.
- Ability to lift and move up to 25 pounds.

**WORK ENVIRONMENT:**

- Professional and deadline-oriented environment in an educational setting.
- Regular friendly and professional interactions with students, staff, faculty, and guests, upholding a student-centered approach.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT  
REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.
4. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.