

JOB DESCRIPTION:	Accounts Payable Administrator		
DEPARTMENT:	Accounting		
REPORT TO:	Executive Director of Accounting		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	430160	DATE APPROVED:	06/22/2020
		DATE MODIFIED:	08/01/2025

SUMMARY: Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions.

DUTIES:

1. Electronically submits all invoices to University department supervisors for approval and authorization.
2. Inputs and review all invoices for accuracy against purchase order and monthly vendor statements into the University's accounting system.
3. Processes, verifies and reconciles all University travel reimbursements.
4. Manages all online billing systems for the University as the main point of contact for invoicing.
5. Manages the complete workflow of all Procurement Card transactions from the University credit card vendor.
6. Processes weekly check voucher batches; both ACH and paper for the University to include student refunds.
7. Reviews, investigates, and issues correspondence on all outstanding Accounts Payable checks. Researches inquiries about payment status for various vendors.
8. Fully reconciles the subsidiary accounts payable ledger to the general ledger on a weekly basis.
9. Participates in the month-end closing, year-end and new-year processes.
10. Manages the complete workflow of annual tax documents related to Accounts Payable (1099 tax).
11. Responsible for record retention and destruction of documentation for Accounts Payable.
12. Assists the Director of Accounting in the creation and update of University Policy and Procedures related to Accounts Payable.
13. Assists the Director of Accounting in developing and providing internal departments and campuswide trainings.
14. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
15. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in an Accounting, Finance, or Business-related field with 5 years' experience or Associate degree in an Accounting, Finance, or Business-related field with 7 years of experience or High School Diploma or GED plus 10 years in an accounting field

required. Working knowledge in applying GAAP standards in a University financial setting preferred. Knowledge in Banner systems preferred. Supervisory experience preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Must have solid demonstrated knowledge of accounting transactions, practices and procedures as well as related federal, state and local laws and regulations. Must be knowledgeable of University policies, procedures and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices and techniques. Must be able to effectively communicate accounting information policies and/or procedures. Must be able to review/analyzing a variety of financial records/reports necessary to document the receipt, allocation and distribution of funds.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): – Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)