

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Accounts Payable Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 9-0588

STATUS & GRADE: E-8

DATE: 07/1998

DEPARTMENT: Business Office

EDUCATIONAL & EXPERIENCE REQUIREMENT: Associate Degree in Business or related field with (1) one year experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To perform responsible managerial tasks to coordinate with Purchasing and other campus departments and vendors to expedite payment of University bills.

SUPERVISION GIVEN & RECEIVED: Responsible for supervision of two accounting clerks and one student assistant. Directly responsible to the Director of the Business Office.

PRIMARY RESPONSIBILITIES: Includes but are not necessarily limited to: Communication with vendors to resolve problems arising from purchase/payment transactions. Daily supervision of office personnel. Responsible for policy recommendation with regard to accounts payable procedures. Coordinate with all campus departments information/procedures for proper invoice/payment transactions. Keep current with regard to State of Texas and University policies regarding payment of purchases. Maintain current vendor files for ID numbers. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Must be able to use typewriter and computer terminal.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.