

MISSISSIPPI COLLEGE
Purchasing/Accounts Payable Clerk

POSITION SUMMARY: This position is responsible for processing invoices for payment, issuing purchase orders, maintaining vendor files and assisting with the check writing process.

ESSENTIAL FUNCTIONS:

- Process invoices for payment and enter them into the Banner system each day as received
- Issue purchase orders for approved purchases
- Answer telephone and serve as the office receptionist
- Pick up and open mail
- Compare vendor statements to make sure all invoices have been received and paid
- Follow up on open purchase orders and checks that have not been cashed
- Serves as back up for the check writing process
- Stamp paid invoices as needed in preparation for filing
- Assists with the preparation of checks for mailing as needed.
- File daily or as needed

OTHER RESPONSIBILITIES:

- Other duties as assigned

REPORTS TO: Director of Purchasing/Payables

FLSA STATUS: Full-time; non-exempt