

**Silver Lake College of the Holy Family
Accounts Payable Specialist
Position Description**

TITLE: Accounts Payable Specialist

DIVISION/DEPARTMENT: Finance

REPORTS TO: Director of Finance

FLSA STATUS: Full-time Regular, Non-Exempt

**DOES POSITON
SUPERVISE OTHERS:** No

ABOUT SILVER LAKE COLLEGE OF THE HOLY FAMILY: Silver Lake College of the Holy Family is a Catholic, liberal arts-based, co-educational institution sponsored by the Franciscan Sisters of Christian Charity who founded the College in 1935 and continue to be an integral part of its life and mission. The College is located on the shores of Silver Lake and minutes from the sandy beaches of Lake Michigan. The College is a highly respected and active member of the Lakeshore community. Located in Manitowoc, WI, Silver Lake College of the Holy Family currently enrolls approximately 500 students, including traditional undergraduate students, graduate students, and adult learners. Undergraduate academic programs are offered in 45+ areas of study which feature a quality liberal arts education integrated with professional preparation. Graduate degrees are conferred in Education, Leadership and Organizational Development, and Music – Kodály Emphasis. The organizational culture intentionally focuses on the values that are consistent with Silver Lake’s Franciscan influence including genuine care, respect and compassion for others, the community, and all creation. The campus climate is serene, also consistent with the peacemaking organizational value, but don’t confuse that with the level of engagement present among all members of the community. The College is a small community, but large in vision and future. Programs like SLC Works, undergraduate student learning communities, and the many other student-centric initiatives focus on impacting the success of our students. Recently hired employees consistently mention the energy and excitement that is present at the College, and the genuineness of character among, staff, students and faculty. Silver Lake College of the Holy Family believes that diversity is integral to the educational and developmental experience of all learners. As a college community, we strive to be inclusive, recognizing and valuing opportunities to integrate dimensions of diversity in broadening our interpretation and understanding of humanity. 2 We respect and uphold the many facets of human identity in helping support and strengthen our college mission, vision and values.

WORK SCHEDULE: Employed for a 12 month basis with a standard work week or as determined by immediate supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Note that all functions described below must be performed, and it is normally the responsibility of the individual in this position to perform them and/or see that they are performed. Functions are categorized as essential and marginal so that consideration can be given to accommodating a person with a disability by reassigning one or more marginal functions if it is practical for such function(s) to be performed by other employee(s).

ESSENTIAL FUNCTIONS:

1. Processes accounts payable in a timely and accurate fashion.
2. Responds to accounts payable questions and concerns of employees, researching records and involving other resources/staff as needed.
3. Provides account reconciliations with General Ledger balances.

4. Provides accounts payable reporting for financial reporting.
5. Performs other duties as requested

MARGINAL FUNCTIONS:

1. Perform routine office functions such as filing and copying.
2. Participate in logistical activities such as delivering materials to and picking up materials from the campus print shop and mailroom, storage areas, vendor facilities and other locations.

SUPERVISORY RESPONSIBILITIES:

1. None

RECOMMENDED SKILLS/COMPTENCIES:

1. Clear commitment to and understanding of the mission of a comprehensive college with a liberal arts and professional focus. Commitment to an environment that nurtures cooperation, diversity, academic excellence and a vibrant campus life.
2. Commitment to the highest ethical and professional standards. Confidentiality a must.
3. Ability to communicate both orally and in writing, in a manner consistent with professional standards.
4. Ability to consistently demonstrate excellent interpersonal skills in dealing with persons both internal and external to the College, both on the telephone and in person. In particular, the ability to relate in a caring manner to students and families from a broad range of backgrounds, both in group situations and individually, and to effectively advise students and mediate disputes, some of which will be emotionally-charged.
5. The ability to remain calm in crisis situations, to act decisively, and to apply sound judgment in determining appropriate action regarding interventions, assistance and referral of students to other College staff members.
6. Experience responding to student, parent, faculty and staff questions and concerns.
7. Experience establishing collaborative working relationships with faculty, staff, students, and outside constituent groups.
8. Ability to prioritize and deal with several tasks concurrently, while maintaining flexibility, high energy, creativity, and attention to detail.
9. Ability to work effectively as a member of a staff where cooperation and teamwork are essential.
10. Ability to use new technologies to accomplish departmental goals.

EDUCATION:

1. Bachelor's degree is preferred, but exceptional candidates with an associate's degree or more than 2 years' experience will also be considered.

EXPERIENCE:

1. A minimum of one years of Business Office experience.

A WORD ABOUT THE NATURE OF JOB DESCRIPTIONS

It is believed that this job description is accurate as of its latest revision date. However, changes to job descriptions may be appropriate in the future. Changes may result from advances in technology, adjustments to the University's operations, and other factors. The University will endeavor to, whenever practical, involve the incumbent in developing such changes. Furthermore, all employees are encouraged to suggest changes to their job descriptions which they feel will result in improved effectiveness of University operations and/or make the job more satisfying and rewarding to the employee.

I have reviewed and acknowledge receipt of this job description.

Signature of

Employee: _____ Date: _____