



Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	Accounts Payable	<b>Position Type:</b>	Full Time
<b>Location:</b>	Greet the Dawn-Business Office	<b>Date Closing:</b>	
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Diploma/GED/Transcripts</li> <li>4. Driver's License</li> <li>5. 3 Letters of Work Reference</li> </ol>	

**Job Description**

**Job Purpose:** Fulfill

**Duties:**

- Review all invoices for appropriate documentation and approval prior to payment.
- Data entry & check request processing in a timely manner.
- 1099 maintenance and yearly creation.
- Respond to all vendor inquiries.
- Reconcile vendor statements, research & correct discrepancies.
- Maintain files & documentation thoroughly & accurately, in accordance with company policy and accepted accounting processes.
- Maintains subsidiary accounts (Travel and Miscellaneous) by verifying transactions.
- Receive and record payments for students and other College Departments.
- Review student account balances to ensure accuracy and make adjustments as required.
- Bill third-parties as required for student tuition and fees.
- Greet and provide information and assistance to office visitors.
- Complete periodic reports on status of accounts receivable.
- Work closely with the financial aid office in reviewing student aid and charges before payments or refunds are released.
- Run Student Stipends. Financial Aid transfers.
- Import the Bookstore charges and book buyback refunds every semester.
- Creation of 1098T statements yearly.
- Track inventory on a monthly basis.
- Handles petty cash & maintains reimbursements.
- Invoices for facility usage.
- Protects organizations value by keeping information confidential and complies with FERPA laws.

**Educational Qualifications:**

- Minimum of Bachelor's Degree.
- Knowledge of Accounting Processes.

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**