Job Title: Accounts Payable

Position Type: Full Time

Location: Greet the Dawn-Business Office

Date Closing: 

Fax or E-mail resume to:
(406) 768-6301 or ksears@fpcc.edu

Mail:
Kylee Sears, HR Manager
Fort Peck Community College
P.O. Box 398
Poplar, Montana 59255
768-6315

Submit the following for employment:
1. Letter of Interest
2. FPCC Application
3. Diploma/GED/Transcripts
4. Driver’s License
5. 3 Letters of Work Reference

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~