Position Description

A. **Title:** Accounts Payable Associate/Staff Accountant

B. **Status:** Full Time – Non-Exempt.

C. **Purpose:** Provides financial, administrative, and clerical support by ensuring that all functions of accounts payable such as invoice and reimbursement verification and processing, journal entries, wire transfers, and reconciliations, in accordance with established policies and procedures, are completed in an efficient, timely and accurate manner.

D. **Supervision:** Accounts Payable Manager – Procurement Specialist

E. **Responsibilities:**

1. Verify vendor information, general ledger account, match purchase orders, and project codes as needed. Confirm back up documentation matches invoices and enter invoices manually into ERP. Update any address changes in ERP.

2. Verify expense reimbursements, vendor information, general ledger account and back up documentation to match expense reimbursement form and enter manually into ERP. Update any address changes in ERP.

3. Invoices and Reimbursements processed weekly, with verification of data entry using system generated reports to balances.

4. Responsible for inquiries for payment verification, disputes, discrepancies, and credit memos. Follow up with vendors and employees to resolve questions, disputes, and additional required information.

5. Recording journal entries for various monthly invoices and prepaid expenses.

6. Monthly review of vendor information, W9, FEIN or SS#, addresses, new vendors and updating data base.
7. Maintain accounting ledgers by verifying and posting account transactions in conjunction with weekly check/e-pay runs. Verifying e-pay transaction file with bank each week.

8. Verify vendor accounts by reconciling monthly statements such as outstanding checks, past due invoices.

9. Provide accurate and effective document preparation and records management relative to the Accounts Payable (A/P) function in accordance with records retention policies and procedures.

10. Protect organization’s value by keeping information confidential.

11. Update job knowledge by participating in educational and training opportunities.

12. Prepare special reports using ERP or Infomaker for various departments as assigned.


15. Compile and verify year end vendor data 1099 Miscellaneous and 1099 NEC. Prepare and print forms, create file for IRS.

16. Prepare various account analysis for year-end audit.

17. Prepare real estate tax analyses.

18. Prepare and monitor student prizes and awards.

F. Qualifications:

1. Requires Bachelor’s Degree in Accounting or Business with minimum of five years’ experience in Procurement, bookkeeping or accounting office with various responsibilities in Account Payable and/or Procurement.

2. Proficient in Microsoft Office. Experience with Jenzabar EX (ERP) a plus.

3. Possess excellent written and verbal communication skills in order to communicate with Seminary community and third parties in a professional manner.

4. Attentive to details and ability to follow Seminary business policy.

5. Ability to work effectively and pleasantly in a team environment.

*Princeton Theological Seminary reserves the right to amend this position description at any time.*

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*