



Accounts Payable Coordinator

40 hours per week, 12 months

Anticipated beginning pay range: \$17-18 per hour

Reports to: Controller

Statement of Mission and Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Houghton University Accounting Office faithfully stewards resources entrusted to the institution to ensure that they are secure and available to educate each new generation of scholar-servants. The office is tasked with processing, analyzing, and reporting financial transactions which support the mission of the university and are in compliance with internal policies as well as external regulatory agencies. The Accounts Payable Coordinator is responsible for the management and reporting of payments to vendors.

Essential Functions:

- Process Accounts Payable using Microsoft Dynamics Great Plains accounting software
- Administer University Purchasing Cards and Virtual Cards
- Assist Departments and Student Organizations with purchasing questions
- Reconcile Accounts Payable, General Ledger accounts, and University Purchasing Cards monthly
- Collaborate with Accounting team to develop and implement policies and procedures
- Responsible for calendar year end closing including preparation of 1099's
- Participates in preparation for fiscal year end closing and audit preparation
- Responsible for sales tax refund filing and fuel tax refund filing
- Administer escheatment compliance
- Serves as back up to Accounting Specialist working positive pay and ACH exceptions

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Communication** – Communication must be kind and supportive as well as firm
- **Pace and Variety of Activities** – Must be able to handle multiple projects or tasks simultaneously and prioritize appropriately
- **Focus** – Ensure that all members of the university community are aware of the accounting policies and help them to comply with any/all regulations in regards to paying vendors

Statement of Requirements:

- Possess a personal Christian faith that is reflected in one's professional and personal life with a sincere respect for and an agreement to live in harmony with the doctrines and positions of The Wesleyan Church, A Vision for our Common Life, and Behavioral Expectations of the University.
- Associates degree in Accounting, Finance, or related field
- Experience in Microsoft Office (Word, Excel, OneNote, Outlook, SharePoint) – proficiency a plus
- Experience with finance ERP/software a plus – Microsoft Dynamics Great Plains preferred
- Must be self-motivated to stay current with emerging office technologies
- Self-starter; ability to work independently as well as collaborate on a team
- Outstanding customer service skills
- Excellent oral and written communication skills

- Ability to act diplomatically but firmly when necessary
- Strong problem-solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Excellent organizational skills and attention to detail
- Aptitude for working with numbers
- Ability to learn and apply internal and IRS policies to specific situations

Houghton University is a Christ-centered, liberal art and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.