

**KENTUCKY HIGHER EDUCATION STUDENT LOAN CORPORATION
JOB DESCRIPTION**

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| Job Title: | Accounts Payable Accountant | Date: March 2016 |
| Department: | KHEAA Accounting (C650) | Status: Full-time |
| Supervisor: | Financial Manager/Budget Analyst | Grade: 6N |

SUMMARY

Perform accounting tasks related to the efficient maintenance and processing of accounts payable transactions.

JOB DUTIES

- Processes invoices and expense reports for payment ensuring that financial and accounting controls and procedures are followed and payment is made timely and accurately via eMARS.
- Enters RFP's and contracts in eMARS in compliance with state procurement requirements.
- Works with vendors to resolve any discrepancies.
- Maintains record and vendor files.
- Prepares and post journal entries as needed.
- Serves as back-up for KHEAA payroll via KHRIS system.
- Participates in projects to implement systems and improve effectiveness; makes recommendations for improvements.
- Utilizes technology effectively in performance of duties.
- Provides analyses and assistance to independent and government auditors as assigned.
- Maintains and improves knowledge and skills in accounting.
- Performs other duties and works on special projects as assigned.

MINIMUM QUALIFICATIONS

- Associate Degree in Accounting or related field is preferred plus one to three years of experience in accounting. Experience may be substituted for educational requirements.
- Experience with the state accounting system (eMARS) is a plus
- Possess integrity and must maintain privacy and confidentiality of information
- Knowledge of general accounting procedures
- Proficient in the use of computers and automated accounting systems
- Strong interpersonal and communications skills
- Excellent organizational, analytical and problem-solving skills