



Accounting Technician - 2073 Accounts Payable

Type: Full-Time

Posted: 09/15/2022

Application Due: 09/29/2022

Salary: \$31,200 - \$42,559

Min T/E Requirements

High school diploma or equivalency and one year of experience in accounting work; or equivalent combination of training and experience. Optional Guidelines: Contributing: High school diploma or equivalency and two years of experience in accounting work. Journey: High school diploma or equivalency and three years of experience in accounting work. Associate degree in business administration or accounting. Advanced: Bachelor's degree in business administration or accounting; or associate degree in business administration or accounting and one year of experience.

Job Description:

Established in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke serves a distinctly diverse student body and encourages inclusion and appreciation of the values of all people. Located in the heart of Pembroke, N.C., UNCP boasts an enrollment of 8,200 in 41 undergraduate and 18 graduate programs and offers a personalized learning environment where faculty and staff are dedicated to engaged scholarship, high academic standards, creative activity and public service. Spread over 281 acres, the campus offers a sense of community and belonging—a place where faculty and staff feel supported, take pride in the university's mission, and are devoted to excellence in teaching, learning and research, and to developing leaders who make a difference in their communities.

This position will perform and oversee banking transactions, 4% withholding, sales tax, escheats and CI tax refunds, wires, transfers to and from other agencies and requisitions of funds for disbursement. Disbursement processing, verifying and reporting as well as internal journal entries and other finance team functions as necessary.

Candidate needs to apply knowledge of generally accepted accounting principles, practices, follow reporting guidelines, supervisory instruction and state mandates.

This position works independently and with the Accounts Payable team to perform complex and intricate tasks that are technical as well as clerical in nature. This position must exercise judgment within flexible parameters. Day-to-day communication with management and other team members is required due to the nature of services provided by this unit. This position also provides assistance and direction in testing system enhancements.

Verbal, written, and electronic mail contact with University Personnel and vendors is part of the duties of this position in matters pertaining to disbursements and outstanding financial commitments, so excellent communication skills are a must.

Compile, monitor, examine, and audit various invoices, reports, and other financial documents for accuracy, integrity and conformance to accepted accounting and program guidelines. Draw conclusions and prepare written findings following Generally Accepted Accounting Principles (GAAP) and/or other applicable accounting guidelines and present recommendations supported by facts.

Recognize and research unusual activity for further investigation and possible escalation. Understand and adhere to systems of internal control. Identify and recognize routine or standard problems that have established precedents and limited impact. Refer non-standard questions and problems to higher levels.

Communicate structured information in a clear, concise, and organized manner suited to the characteristics and needs of the audience. Ability to establish/maintain effective working relationships that foster organizational success. May occasionally be required to lead the Accounts Payable team, in campus trainings and for conversion from paper to electronic invoicing/payments.

This position is Mandatory Personnel: Mandatory Employees: Employees whose presence has been determined to be mandatory to university operations during certain types of adverse weather or emergency events.

Management Preference:

Bachelor of Science or higher.

Special Instructions to Applicants: This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression and national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.

Interested Candidates may apply at the following URL: <https://jobs.uncp.edu/postings/9159>

Questions about this posting may be directed to Joanne B. McMillan, HR Consultant for Employment, at hr@uncp.edu or by phone (910) 521-6534.