



oregon college of  
art and craft

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## Accounts Payable-Part Time Job Description

Oregon College of Art and Craft seeks a part time accounts payable administrator averaging 20 hours per week. The accounts payable administrator performs all accounts payable functions for the College using the Great Plains accounting system as well as other accounting duties. Includes maintaining payable records, assigning purchase order numbers as requested by authorized staff and faculty, entering vendor invoices & shop consignment payments, and staff and faculty check requests. Prepare and distribute payments to vendors, consignees, staff and faculty. This position reports to the Controller.

To apply, submit a current resume, letter of interest, and list of three references to [careers@ocac.edu](mailto:careers@ocac.edu) . Attn: A/P Administrator. Review of applications begins immediately and continues until the position is filled.

### Essential Job Responsibilities:

- Process invoices and check requests through Great Plains accounting system with responsibility for standard managing internal controls to prevent misallocation of assets
- Process credit card transactions weekly, ensuring that all receipts are submitted and properly approved
- Maintain auto payment files and initiate payments timely
- Process check batches weekly, working with Controller to manage cash flow
- Track grant funding and expenses, provide monthly updates on fund balances
- Maintain schedules for balance sheet accounts
- Assist Controller with facilities management and tracking of special projects
- Other duties as assigned by the Controller.

### Experience and Qualifications

- Bachelor's Degree in accounting and/or relevant work experience in related field preferred.
- Outstanding computer, financial database, and analytical skills needed. Experience with Great Plains accounting system preferred.
- Practiced in MS Office Suite, particularly Excel.

- Documentation, research and resolution skills, general ledger data analysis and multi-tasking skills. Ability to work independently and with a team in a fast-paced, high volume environment with emphasis on accuracy and timeliness.
- Flexibility, positive attitude and good work ethic.
- Excellent customer service and communication skills. Ability to interact with employees and vendors in a professional manner.
- Complete understanding of confidentiality.

*Oregon College of Art and Craft is committed to equal employment opportunity for all persons without regard to race, color, creed, religion, sex, national origin, marital or parental status, political ideas, sexual orientation, veteran status, age or disability. In addition, the College is committed to improving employment opportunities for and utilization of people who may have been denied equal opportunity in society at large. The College encourages application from people of color.*