

BELHAVEN UNIVERSITY

Business Office Accounts Payable Clerk

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 1,000 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

- Are you a self-starter?
- Do you enjoy working with a team?
- Do you have efficient computer skills?

The Accounts Payable Clerk is an important member of the Business Office team. This is a temporary position available starting in August 2024 with the possible opportunity for a permanent position within the Office of Business Affairs in January 2025. The primary responsibility of this position is to ensure vendors are paid timely with the appropriate approvals obtained and accurately filed and organized payment documentation. The successful candidate will have a positive attitude, be a fast learner, and a team player all in accordance with Belhaven University's mission and standards.

Responsibilities

- Data Entry responsibilities will include setting up and maintaining vendors and entering invoices, check requests, and travel expenses
- Responsible for processing assigned invoices accurately and timely to ensure proper matching of purchasing and receiving documents, proper distribution to general ledger accounts, timely and accurate payments that make full use of available discounts
- Reconcile vendor statements
- Monitor all accounts payable payments and ensure compliance to university policies
- Maintain high level of confidentiality
- Ability to deal with volume, detail, repetitive paperwork, and time constraints
- Ability to prioritize duties when faced with interruptions, distractions and fluctuating workload
- While performing the duties of this job, the employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 35 pounds.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith. <https://www.belhaven.edu/about/mission/>
- One to two years of work experience, preferably in an office and professional setting.

- Demonstrate professional work ethic and positive, problem-solving attitude during high volume.
- Proficient in Microsoft Office products such as Word, Excel, PowerPoint and Outlook.
- Ability to follow verbal and written communications and communicate effectively in a professional and courteous manner.
- Ability to work both independently and collaboratively.
- **Preferred:** Bachelor of Business Administration or other four-year finance, accounting or business degree.

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Send or email complete application packet to:

Meredith White
Assistant Vice President and Controller
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: mwhite@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.