

# CLOUD COUNTY COMMUNITY COLLEGE

## Support Staff Job Description

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**Position Title:** Accounts Payable Specialist

**Department:** Business Office

**Employment Classification:** Full-time, KPERS covered, full benefits, hourly support staff

**Length of Employment:** 2080 hours annually                      12 months

**Reports to:** Director of Accounting Services

**Date of Position Description:** March 2026

The administration retains the right to change duties at any time.

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### **GENERAL NARRATIVE DESCRIPTION OF THE POSITION:**

The Accounts Payable Specialist manages accounts payable functions, including processing invoices, reconciling vendor statements, and ensuring timely vendor payments, while also assisting with the maintenance of student accounts receivable related to tuition, fees, textbooks, and housing. This position records and deposits departmental and student revenues, responds to inquiries from students, faculty, and staff regarding billing and payment processes, and provides guidance on payment options and institutional policies. The role supports the Vice President for Administrative Services, maintains accurate and confidential financial records, and provides professional, detail-oriented customer services in a collaborative office environment. An Associate Degree and prior receivable/accounting experience is preferred. Prior history in working with accounts payable preferred. Must be capable of handling stressful situations, deadlines, and tasks demanding attention to detail with minimal supervision and a high level of confidentiality. Overtime may be required.

### **GENERAL ESSENTIAL JOB FUNCTIONS:**

Essential functions of this position include the demonstrated ability and willingness to:

- ❖ Communicate clearly in standard English in both written and verbal forms and on the telephone;
- ❖ Operate a computer and a printer utilizing word processing, spreadsheet, and database applications;
- ❖ Operate various types of office equipment including, but not limited to fax, copier, and multi-line phone system;

- ❖ Exhibit excellent quantitative skills;
- ❖ Exhibit a strong attention to detail and accuracy in financial transactions;
- ❖ Exhibit strong organizational and time-management skills;
- ❖ Meet and communicate effectively and professionally with students and stakeholders. Ability to deal with difficult and disgruntled individuals;
- ❖ Exhibit excellent interpersonal and cooperative skills;
- ❖ Exhibit excellent analytical and problem solving skills;
- ❖ Gain knowledge of the accounts receivable and payable system to ensure proper receipt of receivables and maintain accurate records;
- ❖ Gain an understanding of College policies;

#### SPECIFIC ESSENTIAL JOB FUNCTIONS:

The Accounts Payable Specialist shall perform the following specific job functions under the supervision and direction of the Director of Accounting Services:

- ❖ Reconcile vendor statements and resolve outstanding balances or discrepancies;
- ❖ Address payment inquiries from vendors and internal stakeholders;
- ❖ Assist with the maintenance of the student accounts receivable system, including charges and payments related to tuition, fees, textbooks, and campus housing;
- ❖ Receive, record, and deposit student and departmental revenues in a timely manner;
- ❖ Ensure compliance with applicable regulations, institutional policies, and accounting procedures;
- ❖ Serve as assistant and manage the calendar of the Vice President for Administrative Services;
- ❖ Respond to inquiries from students, faculty, and staff regarding account balances payments, and billing processes;
- ❖ Provide guidance on payment options and institutional policies related to student accounts;

- ❖ Handle telephone calls and other clerical duties for the Vice President for Administrative Services, the Director of Accounting Services, and the Business Office
- ❖ Maintain confidentiality of financial and student information;
- ❖ Maintain organized and accurate financial records;
- ❖ Cooperate and consult with all Financial Aid, Student Services, and Auxiliary Services staff as required to ensure the smooth, effective, and efficient operation of the department as a whole;
- ❖ Participate in professional development opportunities including workshops, seminars, and training sessions (overnight travel may be required);
- ❖ Interacting cordially with coworkers to accomplish common tasks;
- ❖ Regular attendance and/or physical presence at the job is required;
- ❖ Periodically travel may be required to perform job duties and meet the needs of the college's satellite campus(es); and
- ❖ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

**Cloud County Community College offers a complete benefits package to all full-time support staff including:**

- Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center