February 3, 2020

Accounts Payable Specialist, UAS 1665
University Auxiliary Services, Inc.
Cal State LA

Salary Range: $16.27-$24.46/ hourly

Work Schedule: This is a full-time, fully benefited position. Monday – Friday 8:00 a.m. to 5:00 p.m.; non-exempt position.

Position Summary: The Accounts Payable specialist will review and process check requests including purchasing card reconciliation, travel reimbursement for the grants and contract, campus programs, and commercial general administration. Ensures that all payment procedures are in compliance with UAS’s policies and procedures.

Essential Functions: Under the supervision of the Accounting Manager, the incumbent will receive, review and enter check requests and purchase orders for accounts payable. The incumbent will review and audit the check requests to ensure it is supported with invoices or receipt of purchase; verify the amount of the check request, the accuracy of the support documentation, the account balance for sufficient funds for payment and the authorized signature for the account. The incumbent will verify that all forms are completed in compliance with UAS policies and procedures. The incumbent is responsible for updating and maintaining the vendor list; reviews and updates the proper object codes, description, federal/state tax codes, and sales tax; submits to supervisor for approval and data entry for input and verifies batch proof(s); reconciles the accounts payable with issued checks and G/L; Distributes checks as requested by departments. Performs other duties as assigned.

Requirements: The incumbent must have a high school diploma or equivalent, courses in bookkeeping, accounting and office equipment. Four years of accounts payable experience or equivalent. Knowledge of reconciling petty cash funds. Basic Accounting Principles knowledge. Good communication skills; 10-key by touch; typing 25 wpm; the incumbent must have strong computer skills using Microsoft Office Suite, Excel (including the use and development of spreadsheets), Word; excellent communication skills both written and verbal; superior analytical skills; strong budget management skills. Incumbent must have the ability to prioritize, organize, analyze and work independently in a fast-paced university environment; to handle the pressure of multiple deadlines; and aptitude for detail and figures. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Physical Requirements: Corrective vision to normal visualization; ability to sit for several hours, use traditional office equipment, reach, grasp, and lift packages.

Desired Qualifications: Working knowledge of PeopleSoft financial systems.

Review of applications/resumes will begin February 6, 2020 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law