Job Posting
Accounting/Payables Specialist (Cisco)

Date Posted: July 13, 2021
Posting End Date: Until filled

Cisco College has an exciting opportunity for the position of Accounting/Payables Specialist at the Cisco College campus in Cisco, Texas. This position will be responsible for processing the accounts payable functions for the Business Office and provide Program Administrator support for the purchasing card program. An applicant must possess strong accounting skills (preferred accounts payable experience), computer skills (Microsoft Office), interpersonal and communication skills, self-directed, possess strong customer service skills, detail-oriented, have the ability to multi-task, and manage multiple projects concurrently. The position will be based at the Cisco campus of Cisco College. The position offers full-time, 12-month employment. (Please scroll down to review the complete job description for the position.)

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application, resume, and transcript. (Cisco College Application is located on the “Human Resources” page of the website under “Employment” at www.cisco.edu.) Please ensure all required documents are included with your submission. Incomplete packages will be return unprocessed.

Applications are received via email, fax, and USPS, but email is preferred.

Please submit applications to:
Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
shelli.garrett@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Accounting/Payables Specialist
Reports to: Director of Business Services
Last Updated: June 9, 2020
Classification: Classified Staff – Level D

Job Summary

The Accounting/Payables Specialist is responsible to perform assigned tasks to process all of the Accounts Payable and Purchasing Card processes for administrative operations and provide support and expertise to the operations of the Accounting office at Cisco College. The responsibilities of this position require the individual to possess and exhibit the following characteristics: strong accounting skills, self-directed, interpersonal skills, dependable, ownership of tasks, communication and organizational skills.

The Accounting/Payables Specialist is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College personnel are expected to follow College policies, rules, regulations, and guidelines relative and applicable to this position.

Primary Duties

1. Perform weekly A/P check process.
2. Complete all A/P monthly filing.
3. Conduct research on monthly statements for outstanding or past due invoices.
4. Perform annual correspondence to update W-9’s for current and new vendors.
5. Complete 1099 Misc. information to report to vendors and IRS.
6. Program administrator support of Purchasing Card program.
7. Complete monthly journal entries.
8. Perform EOM closing.
9. Printing of the monthly bank statements, run ASCII file to clear checks, and run outstanding check list.
10. EOM Due To’s and From’s spreadsheet.
11. Enterprise Rentals
12. Perform other duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent, but Associate’s Degree is preferred.
- Accounts Payable experience and working in an office setting.
- Basic computer skills to include use of MS Office programs.
- Basic knowledge of accounting procedures preferred.