

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ACCOUNTS PAYABLE COORDINATOR
(Community College Professional 16)
12 Month Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$53,774 to \$86,797 commensurate with education and experience approximate annual (subject to collective bargaining increase), plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: May 5, 2017

Anticipated Starting Date: July 2017

MINIMUM QUALIFICATIONS:

A Bachelor's degree in accounting, finance, or related field is required together with one to three years of experience in a comprehensive accounts payable operation, extensive experience in PC based applications, and relevant financial analysis skills. One year of supervisory experience is required.

Applicants who do not meet the minimum qualifications noted above may be considered for this position by stating in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the supervision of the Director of Finance and Administrative Services or other administrator, the Accounts Payable Coordinator is responsible for overseeing the administration, operation and supervision of the Accounts Payable and related cash disbursement activities. The incumbent is also responsible for the management of the College's travel reimbursement activities. Coordinates and administers all non-payroll check disbursements/ACH and P-Card payments and related bank adjustments including student refunds, foreign payments, check cancellations and voids, etc. Coordinates with banks as well as Accounting, Purchasing, IT and Business Office personnel to resolve issues and streamline procedures. Develop and maintain accounts payable section on College's website; provides payment data and forecasts for college budget preparation; approval of invoices for payment; handles transfer invoices; develop and make recommendations to College travel policies and procedures, interpret/disseminate the policies and procedures to the College community; Position handles Unclaimed Property; management of physical resources: The Accounts Payable Coordinator works with the Director of Finance and Administrative Services to ensure the accurate, timely and effective recording, accounting, reporting and preservation of the College's physical resources. This accountability includes such essential tasks as: (as assigned) 1. Overseeing the annual physical inventory; 2. Reviewing inventory files and addressing discrepancies in a timely manner; 3. Maintaining accurate fixed asset records, which include identifying and tagging of fixed assets and deletion of surplus inventory. 4. Managing the College's fixed asset accounting system. These may involve attendance at evening or weekend events. The incumbent will be assigned to the Waterbury campus and will have some responsibility for supporting the Danbury campus. The incumbent is expected to represent the College in a positive manner and to collaborate with student service departments to contribute to retaining students.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at [Accounts Payable Coordinator Position Announcement](#)

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.