Vacancy Announcement

Position: Accounts Payable (AP)
Supervisor: Business Office Director
Status: Part-Time, Non-Exempt
Location: Macy Campus
Open till: August 14, 2020

Summary:
Accounts Payable is responsible for ensuring invoices are processed timely, accurately and with supporting documentation.

Minimum Qualifications:
An associate degree in related discipline, prior accounts payable and customer service experience preferred.

Knowledge, Skills, Competencies, and Abilities:
Preferred candidates will have proven success in the following areas:
- High school diploma, associate degree in Accounting or Business preferred.
- 2-3 years’ experience with accounts payable or general accounting.
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong written and verbal communication skills

Job Requirements:
The candidate will process accounts, invoices, employee purchase orders, reimbursements, and travel requests according to NICC’s policies and procedures. Perform daily financial transactions including; verifying to ensure all supporting documentation is complete, classifying to correct ledger/program codes, computing, posting, processing and sending payments, and recording data. The position requires preparing financial reports and cross training to assist Business Office needs. Assist with record keeping of fixed assets and other duties as assigned.

SPECIAL INSTRUCTIONS TO APPLICANTS:
Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.
HOW TO APPLY: You can visit us on the web at http://www.thenicc.edu. Applications are also available at any of our three campuses. FACULTY: Include a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, a resume/CV, copy of transcripts, and a NICC Application.