

**Madonna University
Job Description**

Job Title: Accounts Payable Specialist
Department: Business Office
Reports To: AVP / Controller
Prepared Date: March 2026

SUMMARY

The main point of contact for the university for all payment-related questions. Reviews and processes accounts payable in compliance with the accounting practices and policies of the university. Responsible for data entry, customer service and payment processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the AVP / Controller in providing direction and vision for all activities related to AP including but not limited to; data entry, payment processing and customer service.
- Liaison between the MU Business Office and the university departments in troubleshooting operational payables questions, responding to concerns and solving problems.
- Manages day-to-day activities of accounts payable department: including answering questions from vendors, monitor workflows for issues, ensure invoices are moving through queues timely.
- Manage vendor relationships; including discounts, finance charges, outstanding credit memos and past due invoices.
- Evaluate and initiate emergency payables checks when needed.
- Responsible for processing highly sensitive and confidential documents on a daily basis.
- Responsible for review, management and reprocessing of returned checks and failed Electronic Funds Transfer (EFT) payments.
- Demonstrated experience to successfully handle multiple demands effectively.

REQUIRED QUALIFICATIONS

- Demonstrated administrative and organizational skills.
- Data entry experience.
- Typing and spelling competency with grammar and proofreading skills.
- Possess strong verbal and written communication skills.
- Demonstrated experience to successfully provide quality customer service.
- Demonstrated experience to successfully work independently and organize own work.
- Demonstrated experience to successfully organize and prioritize workload.
- Demonstrated experience to successfully work under pressure and meet deadlines.

After an initial training period, this individual receives minimal supervision from a designated supervisor. Much of the work is self-initiated. Person is expected to function with considerable independence and apply appropriate policies and procedures within the assigned area of responsibility.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Associate’s degree required, Bachelor's degree preferred with at least one year accounting experience. Must be familiar with accounting software enhancements as well as relevant State and Federal regulations. Working knowledge of Microsoft Office required.

RELATIONAL SKILLS

Embrace, uphold, and promote the values of Madonna University, with a sense of commitment to our mission and the future of the institution. Commitment to diversity, equity, inclusion, and cultural awareness in order to strengthen a sense of belonging for all students. Ability to demonstrate genuine empathy and care for students, their challenges, and their success. Ability to work collaboratively and enthusiastically in a team environment. Demonstrated knowledge of and sensitivity to students from diverse backgrounds and the ability to recognize and respond to the unique needs of diverse, underrepresented, and marginalized students.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS–

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; and talk or hear. The employee is may be required to reach with hands or arms, stoop, kneel, or crouch. Employee may occasionally lift and/or move up to 15 pounds. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Supervisor Approval _____ Date _____
Initial

HR Approval _____ Date _____
Initial