



JOB DESCRIPTION- BUSINESS OFFICE SPECIALIST-ACCOUNTS PAYABLE

General Description/Primary Purpose:

The Business Office Specialist – Accounts Payable is responsible for performing all accounts payable duties while providing assistance with accounts receivable functions as needed. This position also supports the Comptroller in ensuring accurate financial operations and adherence to institutional policies and procedures.

Classification: Full-Time, Exempt Staff

Salary: Commensurate with qualifications, education and experience, plus fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Job Functions:

1. Process and track all incoming invoices by logging them into an Excel spreadsheet and attaching supporting purchase orders (POs).
2. Ensure timely payment of all invoices and monitor claim status throughout the approval and processing stages.
3. Prepare travel reimbursement claims in accordance with institutional policies.
4. Issue and maintain procurement cards (P-Cards), including handling all related documentation, user agreements, and compliance monitoring.
5. Provide training to employees on proper P-Card use, reconciliation procedures, and institutional policies.
6. Perform cashiering functions on an as-needed basis.
7. Complete monthly bank reconciliations and assist with fiscal and student account reconciliations, both monthly and at year-end.
8. Coordinate with appropriate departments to verify that tuition and fee billing tables are accurate and up-to-date each fiscal year.

9. Maintain an organized inventory of office supplies, forms, and equipment.
10. Serve as a key contact during audits, assisting internal, external, and OMES auditors by providing necessary documentation and support.
11. Identify and implement process improvements, including technological solutions, to enhance efficiency within Accounts Payable and related operations.
12. Maintain a proactive, courteous, and professional demeanor when handling internal and external inquiries.
13. Keep accurate and updated filing systems and financial records.
14. Attend professional development meetings and training to stay current on policies and best practices.
15. Provide assistance and oversight to other Business Office personnel as needed.
16. Serve on college committees as requested.
17. Assist in onboarding and training of new Business Office staff.
18. Serve as a backup to other Business Office functions and answer phones, handle inquiries, and direct calls as needed.
19. Perform other duties as assigned to support the mission and function of the Business Office.
20. Reports directly to the Comptroller with overall guidance and direction provided by the Vice President of Business Affairs.
21. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
22. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.

Required Knowledge, Skills, and Abilities:

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Develop and maintain the ability to operate office equipment, e.g., computer, laser printer, adding machine, copy machine, fax machine, telephone, etc.
- Ability to organize, manage, and coordinate all aspects of any office situation and maintain the ability to set priorities, organize, plan, and perform assignments, daily projects and meet deadlines and commitments without immediate supervision.
- Maintain the ability to schedule time and to work efficiently under pressure of deadlines.
- Maintain excellent proofreading skills for grammar, spelling, punctuation, and format and have the ability to communicate orally and in writing with internal and external constituencies.
- Must possess good "people skills".
- Must maintain confidentiality of the college and general office business.
- Must possess a valid Oklahoma driver's license.

- Develop and maintain excellent working knowledge of the Microsoft Word Suite as well as any state-of-the-art technology.
- Demonstrate ability to read and speak the English language sufficiently in order to interpret office correspondence and respond to visitors efficiently and effectively.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Develop and maintain an attitude of service toward students, coworkers, and others in a tactful, courteous, and professional manner.
- Maintain a pleasant atmosphere in the office, and foster positive public relations with both on-and-off-campus constituencies.
- Participate in community service activities and programs.
- Attend professional development activities as necessary and/or required.
- Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests.

Other Ergonomic requirements:

Performance of job function requires the ability to speak and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Visual skills needed include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The individual must be able to work at a personal computer for extended periods of time as well as sitting for extended periods of time during board meetings. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, and to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Working hours are 8:00 a.m. to 5:00 p.m. Monday – Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

*The Business Office is open Monday through Thursday until 6:00 p.m.; this position may be required to work until 6:00 p.m. on an as-needed basis to ensure the office remains open and operational during those hours.

Qualifications Standards:

- 1. Minimum Education:**High school diploma or equivalent. Associate’s degree preferred.
- 2. Minimum Experience:** Bookkeeping/accounting background and data entry skills required. Two or more years of comparable experience is preferred.
- 3. Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
- 5. Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.

5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of

1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.