



POSITION ANNOUNCEMENT

Accounts Payable Clerk

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. With over 2,200 students, the University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Accounts Payable Clerk** for its Accounting Department on the Mount Vernon main campus. The position reports to the Controller and is available immediately, upon appointment of a successful candidate. A full complement of benefits are provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

Responsibilities for this position include:

- Review accounts payable requests for accuracy, including vendor information, account numbers, budget availability, approvals, supporting documentation, fiscal year classification, and tax-exempt status.
- Process purchase orders and payments by check or ACH in a timely manner.
- Maintain vendor records, including W-9 information.
- Respond to vendor and employee questions regarding invoices, payments, account numbers, and budgets.
- Research and resolve payment issues, including outstanding checks and unclaimed funds.
- Process annual IRS Forms 1099-NEC and 1099-MISC.
- Review monthly credit card statements for proper account coding, documentation, budget availability, and fiscal year classification.
- Maintain accurate records and follow institutional policies and accounting procedures.
- Perform other duties as assigned.

Expectations for the successful candidate:

- Associate's degree in Accounting, Business, or a related field preferred.
- One to three years of accounts payable or accounting experience preferred.
- Experience with Colleague or a similar accounting system preferred.
- Proficiency in Microsoft Word and Excel.
- Basic understanding of accounting principles and accounts payable procedures.
- Strong attention to detail and accuracy.
- Good organizational, communication, and customer service skills.
- Ability to manage multiple tasks, meet deadlines, and work effectively both independently and as part of a team.

Organizational Expectations

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.