



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Accounts Payable/Payroll Specialist

**Location:** Erie  
**Department:** Finance  
**Reports To:** Controller/Accounting Manager  
**Full/Part Time:** Full Time  
**Closes:** Open until filled

**POSITION SUMMARY:** Responsible for all aspects of the Accounts Payable and Payroll processes as well as assisting with General Ledger account postings and analysis.

### DUTIES AND RESPONSIBILITIES:

- Responsible for assisting in the Accounts Payable function including processing, reviewing and recording expenditures, related payments and reconciliations, as well as vendor file maintenance and storage organization.
- Managing accounts payable using accounting software and other programs
- Handling accounts payable for separate entities and vendors
- Analyzing workflow processes
- Establishing and maintaining relationships with new and existing vendors
- Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures
- Processing invoices for payments
- Comparing purchase orders, prices, terms of payment and other charges
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Assist regularly with payroll processing, cross train to provide support and back-up

### QUALIFICATIONS:

- **EDUCATION:** Associates degree in Accounting
- **KNOWLEDGE/EXPERIENCE:** Accounts Payable and Payroll experience preferred.
- **SKILLS/ABILITIES:** Microsoft Office, Accounting and Payroll Processing Software

**COMPETENCIES:** Ability to work independently and with other departments, strong attention to detail and organization skills as well as good oral and written skills.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- LIFTING: Up to 25 pounds
- DRIVING: None
- PUSH/PULL: Occasional
- DATA ENTRY: Daily
- CLIMBING: None
- OVERNIGHT TRAVEL: Only for an annual conference

**APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**