

Southwest Texas Junior College

Internal

Internal Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.2913 Fax
Human Resources Employment: www.swtjc.edu

Title: Accounts Payable Clerk

Campus: Uvalde

Closing Date: April 5, 2013 or until filled

Description of Job Duties: Processes cash disbursements to college vendors, receive incoming check requisitions, and checks for payment authorizations, discounts, documentation and due dates. Maintain cash disbursement files by vendor and date. Receives payable invoices and notifies departments for authorization for payment on a timely basis. Prepare journal entries for budgeting reclassification. Maintains computerized vendor database, vendor history, 1099 files. Prepare 1099 statements. Maintains check register file, prepares monetary transfers associated with check run. Perform all other functions as assigned by immediate supervisor for efficient operation. Helps supervise, train and review work-study students. Work rules, code of conduct and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel and the public. Light cash handling during peak times or as back up.

Salary: Clerical II, 12-Month Position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATION REQUIREMENTS

Education: Associates degree preferred; two years of college or equivalent related experience and training.

Experience & Training: Two years accounting experience. Microsoft Office, working knowledge of Colleague software helpful.

Additional Qualification Requirements: Proficient with 10-key by touch, telephone etiquette, and communication skills. Excellent mathematical skills required for accounting principles and procedures. Ability to manage high volume of work. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid driver's license and be insurable through SWTJC insurers. Security Sensitive Position.

Submit Application To: Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of application, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution

April 4, 2013

Hello –

Please run the following position vacancy notice(s) as a basic classified ad in the help wanted section of your paper using the most economical insertion available and 8 pt type and block. Please send two tear sheets with the billing to:

Public Information Officer
SWTJC
2401 Garner Field Road
Uvalde, TX 78801-6297

Please let me know if you have any questions.

Oscar S. Garcia
Human Resource Coordinator
Southwest Texas Jr. College
830-591-7330

Date(s) to run: Javelin – April 10th, 2013 Sentinel – April 11th, 2013
 Uvalde – April 11th, 2013 New Gram – April 11th, 2013
 Del Rio – April 11th, 2013

Job Vacancy

SOUTHWEST TEXAS JUNIOR COLLEGE
2401 Garner Field Road
Uvalde, Texas 78801-6297
830- 591-7330, Application www.swtjc.edu

Position: Accounts Payable Clerk
Location: Uvalde Campus
Closing Date: April 26th, 2012 or Until Filled
An Affirmative Action/Equal Opportunity Institution

INTERVIEWS:

Accounts Payable Clerk Uvalde

Committee: Anne Tarski
Irma Garcia
Maggie Camstra
Blanca Martinez

Location: Flores Building
Conference Room

Wednesday, May 29, 2013

Test	Interview	Applicant Name	Contact Information		
			Home	Cell	Work
			-	-	-
	9:00AM	Noemi Velasquez	-	(830) 275-8368	-
	9:45AM	Michelle James	(830) 486-9013	-	-
	10:30AM	Nary Rebecca Gordas	(830) 691-6531	-	(830) 278-9181
			-	-	-

 **COPY**

SOUTHWEST TEXAS JUNIOR COLLEGE INTEROFFICE MEMORANDUM

TO: DR. HECTOR GONZALES
FROM: ANNE H. TARSKI
SUBJECT: ACCOUNTS PAYABLE POSITION
DATE: JUNE 7, 2013
CC: OSCAR GARCIA

ATA 6/10/13

The interview committee (Irma Garcia, Blanca Martinez, and Anne Tarski) for the accounts payable clerk has met and interviewed three applicants. It is our opinion that [REDACTED] is the best candidate. She is very capable and has had Colleague experience. We would like to offer her the job at a salary of [REDACTED]

n. D. K.

I hereby affirm that the information listed below has been provided to me by Human Resources.														
Last 4 of SSN	Job Start Date	Benefits Start Date	Initial Across	Policy Manual	Safety Manual	HIPPA COBRA	SSA - 1945 Info	Retirement TSA	Workers Comp	FMLA Leave	Comp Time	Parking Tuition	Contact Info	403-B ACA
Print Name	Signature	Preventing Sexual Harassment Training Date:												
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