



**Concordia**  
UNIVERSITY • SAINT PAUL

275 Syndicate Street North  
St. Paul, MN 55104-5494  
651-641-8846 or fax 651-641-8782

**Date of Notice: January 20, 2012**

**Announcing the Availability  
of the Following Position:**

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**Accounts Payable Specialist**

**In the Department of Business Office**

**Position Responsibilities:** The Accounts Payable Specialist is responsible for all aspects of the accounts payable function, including processing vendor invoices and other requisition, printing and disbursing checks, managing records and scanning files, reconciling loan electronic fund transfers, manage & reconciling Purchasing card monthly statements and preparing year-end reports. The Accounts Payable Specialist is also expected to cross-train to the Cashier position.

**Qualifications:**

- Commitment to the [mission and values](#) of a Lutheran University
- Minimum of bachelor's degree preferred
- 1 + years of experience in Accounts Payable is required or
- 2 years of accounting related education is required
- Excellent communication and human relations skill is required
- Excellent organizational skills with special attention to financial detail is required
- Experience with MSOffice (Word and Excel) is strongly preferred
- Experience in data entry is strongly preferred

**Additional Information:**

Classification Level:	Hourly
Full Time Equivalent:	100%
Benefit Eligibility:	Full benefits
Salary Range:	Negotiable
Application Deadline:	February 3, 2012 or until position is filled

**Please send a letter of interest and a current resume to:**

Via e-mail (preferred): [StaffSearches@csp.edu](mailto:StaffSearches@csp.edu)

Via postal mail: **Human Resources  
Concordia University  
275 Syndicate Street North  
St. Paul, MN 55104-5494**

Via facsimile: **651-641-8782**

**Concordia University-St. Paul is an Equal Opportunity Employer**

See our website at <http://www.csp.edu/employment/>  
or learn more about Concordia University-St. Paul at <http://www.csp.edu/>