



Principal Account Clerk- Accounts Payable/Finance

SUNY Fulton-Montgomery Community College has an immediate opening for a full-time position within our Student Financial Services team. We are seeking a detail-oriented professional with experience in accounts payable and check processing, along with the ability to provide comprehensive office support and deliver exceptional customer service.

Work hours are 8am to 4pm Monday – Friday

Excellent health insurance, benefits, and generous paid time off

Salary: \$41,158

Key Responsibilities:

- Process and verify vendor invoices, ensuring accuracy, proper authorization, and timely payment.
- Resolve discrepancies in collaboration with internal departments and external suppliers.
- Maintain accurate accounts payable records and ensure compliance with company policies and established accounting procedures.
- Prepare and execute payment runs while adhering to payment schedules and internal controls.
- Respond to vendor inquiries in a professional and timely manner, providing excellent service and maintaining strong working relationships.
- Handle sensitive financial information with a high level of confidentiality and attention to detail.

Minimum qualifications: Associate's Degree in Accounting or closely related field with two year's of relevant experience; High School Diploma/GED with four year's of relevant experience; or six year's of relevant experience as described above. Also a permanent resident of Fulton or Montgomery counties.

This is a provisional civil service position that is part of the HELP program and will require further action to become permanent. All applicants must be residents of Fulton or Montgomery County.

Please send a cover letter describing your experiences that pertain to this position and resume to paclerk@fmcc.edu.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.