

MSU Bookstore, Inc.  
Accounts Payable Specialist  
Revised: 06/02/26

Overview

Incorporated in 1931, Montana State University Bookstore, Inc. (MSU Bookstore), is a student-faculty owned cooperative that serves Montana State University and the surrounding Gallatin Valley.

As a student-faculty owned co-op, the MSU Bookstore seeks to provide the lowest possible pricing on textbooks for our students. This is done through rebating the excess profits of previous years' sales back to our student owners through aggressive textbook discounting. This ongoing mission has allowed us to be a national leader in offering competitive course material prices to our students.

Each MSU Bookstore employee is expected to promote an atmosphere of courtesy and respect within the MSU Bookstore team by demonstrating positive leadership skills that build up the culture within the MSU Bookstore. Some of these skills include such things as collaborative problem-solving, calm, and inclusive speech, and practicing a teamwork mindset over a harsh or authoritative delegation style. It is also a baseline expectation that all MSU Bookstore employees celebrate our customers by engaging, advocating for, and contributing to the feeling of acceptance and inclusiveness for all MSU Bookstore customers and employees.

Primary Purpose

Under the direction of the CEO, the Accounts Payable specialist is responsible for completing all aspects of the full-cycle accounts payable process. This includes timely and accurate payments to vendors, statement reconciliation, and the completion of other duties associated with this position.

This role requires meticulous attention to detail, strong organizational skills, and the ability to collaborate effectively with internal and external stakeholders.

This position must be performed on-site and includes seasonal weekend or after-hours shifts. It is a front-facing role that requires regular interaction with the public including guests shopping in the MSU Bookstore.

This position incorporates aspects of both an office position as well as standard retail tasks.

Primary Duties

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1. Review invoices for accuracy, completeness, and compliance with company policies and procedures.
2. Work closely with department buyers, receiving staff, vendors to resolve discrepancies and collect additional information.
3. Process invoices, expense reports, and payment requests in a timely manner.
4. Verify appropriate approval and coding of invoices before processing for payment.
5. Reconcile vendor statements and resolve any discrepancies or issues in a timely manner.
6. Communicate with vendors in a professional manner regarding invoice status, payment inquiries, and other accounts payable-related matters.
7. Maintain accurate records of accounts payable transactions and ensure proper documentation and filing.
8. Assist with month-end closing activities, including account reconciliations and accruals.
9. Post vendor credits and seeks payment from vendors on matter related to outstanding credits.
10. Stay current with accounts payable best practices, trends, and regulations to ensure compliance and efficiency.
11. Regularly checks and utilizes the Microsoft Teams platform including communication streams, calendars, and procedural updates.
12. Maintains an understanding of PCI Compliance guidelines and completes annual mandatory certification.
13. Operates a cash register, performs merchandise returns and completes other tasks associated with Bookstore operations.
14. Responds to customer needs at the accounting window including processing returns, exchanges, and issues related to student third-party accounts.
15. Required to comply with all federal, state, and local laws related to Title IX, mandatory-reporting requirements, FERPA, FLMA, FLSA (Fair Labor Standards Act), HIPPA, HEA, and other Federal employment, higher education, and workplace laws.

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16. Demonstrates a high-level of emotional intelligence and the ability to de-escalate combative situations in a calm and collaborative manner.
17. Participates in end-to-shift restocking and rotating of the MSU Bookstore sales floor especially after high-traffic periods such as RUSH or special events.
18. Under the direction of the Chief Wellness Officer, maintains an up-to-date knowledge of store and campus safety procedures. Complies with all procedures to minimize risk to customers and the organization.
19. Under the direction of the Chief Wellness Officer, adheres to all policies and procedures related to employee wellness and safety as outlined by OSHA, state & federal laws, other relevant entities.
20. Practices strict confidentiality relating to all student (FERPA), employee, customer, Bookstore, University, and financial data.
21. Participates in annual bookstore physical inventory.
22. Works weekends and evenings during specified times of the school year as needed.
23. Participates in the store opening and closing rotation, stadium shifts, and special event store coverage.
24. Other duties as assigned.

Position Requirements:

1. Associate of Science or Bachelor's degree in Accounting, Finance, or related field preferred.
2. Proven experience in accounts payable or related financial role.
3. Strong understanding of accounting principles and practices.
4. Proficiency in Microsoft Excel and accounting software (e.g., Sage, QuickBooks).
5. Excellent attention to detail and accuracy.
6. Effective communication and interpersonal skills.
7. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
8. Problem-solving skills and the ability to resolve issues independently.

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9. Knowledge of relevant regulations and compliance requirements (e.g., IRS regulations, GAAP).
10. Certification (e.g., Certified Accounts Payable Associate) is a plus.

Preferred Experience

- 1-2 years office experience.
- Experience using inventory or POS management systems.
- Experience working in a college bookstore or other high-traffic retail environment.

Working Conditions

- May require regularly lifting up to 50 pounds.
- Role requires standing for long periods of time during shift.
- Requires a variety of repetitive motions including squatting, bending, gripping, and kneeling.
- Regular communication via phone, email, and in-person is required.
- Some weekend, evening, and special event shifts required
- The MSU Bookstore is open M-F 7:30 AM - 6:30 PM (M-F) and 9:30 AM - 5:00 PM (Saturdays). Shifts may rotate. Must be available to work during all hours of operation.
- Business operates year-round and doesn't follow the academic calendar.
- Must be willing to work in a variety of settings including outside in inclement weather.
- May be required to travel to other locations for training and pop-up events..

Knowledge, Skills and Abilities (KSAs):

- Excellent customer service skills, along with excellent interpersonal, written, phone and e-mail communication skills, including the ability to work with diverse populations.
- Intermediate working skills of word processing, spreadsheets, email, and database applications, typically within the Microsoft Office Suite.
- Detail-oriented with the ability to be flexible, manage multiple tasks and shifting priorities, work under pressure and meet deadlines.
- Ability to work independently, be self-directed and work as a member of a team.
- Develops positive relationships and a positive image of the store with the campus and the community to best serve the needs of the students, faculty, staff, and community.

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**Diversity & Inclusion Statement:**

Diversity and inclusion are integral to our mission and values. We are committed to fostering a culture where all individuals are valued, respected, and empowered to bring their authentic selves to work. We believe that diversity of experiences, perspectives, and backgrounds strengthens our organization and drives innovation. We are dedicated to creating a workplace that is reflective of the diverse communities we serve, and we actively seek to recruit, develop, and retain talented individuals from all walks of life. Through our affirmative action initiatives, we strive to ensure equal opportunity for all employees and applicants, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. By embracing diversity and inclusion, we are not only enriching our organization but also contributing to a more equitable and just society.