



Accounts Payable Specialist and Accounts Receivable Specialist

Accounts Payable Specialist:

Responsible for the full-cycle accounts payable process, including vendor invoice processing, payment administration, statement reconciliation, record maintenance, and other related accounting functions. This position plays a critical role in ensuring accurate and timely payments while building positive relationships with vendors, customers, and internal stakeholders. This unique role combines accounting responsibilities with customer-facing retail support, making it ideal for someone who enjoys both office-based work and engaging with the public. The successful candidate will demonstrate exceptional attention to detail, strong organizational skills, professionalism, and a commitment to delivering outstanding service.

Accounts Receivable Specialist:

The Accounts Receivable Specialist plays a key role in managing the Bookstore's accounts receivable processes, including invoicing, payment processing, account reconciliation, and collection of outstanding balances. This position requires strong attention to detail, excellent organizational skills, and the ability to communicate professionally with customers and internal partners. If you are a detail-oriented professional who enjoys working in a collaborative, front-facing, retail environment and contributing to the success of a unique, student-focused organization, we encourage you to apply. If you are a detail-oriented professional who enjoys working in a collaborative, front-facing, retail environment and contributing to the success of a unique, student-focused organization, we encourage you to apply.



**View the full job description
and apply at:**
msubookstore.org/career

Our Benefits:

**All healthcare premiums covered by employer.
Supplemental FSA and HSA and other options available.**

**Retirement plan through TIAA with a 5.3% employee contribution &
7.0% employer contribution.**

**PTO available, professional development opportunities, access to
campus and athletics events, and so much more!**

**Join the MSU Bookstore team and help support a mission-driven
organization dedicated to serving Montana State University students,
faculty, and the Gallatin Valley. As a student-faculty owned cooperative,
we are committed to providing affordable course materials and exceptional
customer service while fostering a workplace culture built on
respect, teamwork, and inclusivity.**

