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JOB DESCRIPTION – ACCOUNTS PAYABLE CLERK

DEPARTMENT: Accounting/Billing

JOB TITLE: Accounts Payable Clerk

REPORTS TO: Controller

PURPOSE: The purpose of this job is to ensure that all duties/tasks surrounding the accounts payable function are done in a timely and accurate manner and in accordance with established accounting procedures and standards.

JOB DUTIES:

Accounting Duties:

- Coordinates and maintains an accurate and efficient accounts payable function for the company.
- Reconciles vendors' monthly statements against the facility's listing of accounts payable.
- Receives company invoices/bills and prepares the necessary vouchers.
- Enters vouchers into the company's computer system, prints accounts payable checks as well as appropriate reports and files paid vouchers.
- Reviews all company expense reports for accuracy and ensures supervisory approval.

Other Duties:

- Provides assistance to the accounting and finance staff.
- Files departmental documents as necessary.
- Verifies all approval for certain purchases/invoices.
- Ensures proper identification of mileage expenses associated with each payer source for cost accounting purposes.
- Codes all vendor invoices so that they may be allocated to individual departments for cost accounting purposes.
- Assists in the maintenance of the general ledger by coding invoices, performing account analysis, as well as reconciliation, and setting up new accounts.

JOB REQUIREMENTS:

1. General knowledge of accounting principles and practices and the ability to apply them in the performance of all job duties.
2. Knowledge of accounting standards and procedures as well as applicable federal, state, and local regulations.
3. Ability to maintain an organized filing system, and prepare reports as required.
4. Ability to learn the company's' quality objectives and apply those objectives to all job functions.
5. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
6. Ability to perform basic mathematical calculations.
7. Ability to manage and maintain confidential information.
8. Ability to operate all necessary office equipment required to accomplish job duties such as computers, typewriters, fax machines, copiers, etc.
9. Ability to communicate both orally and in writing.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to meet all job related guidelines.
12. Ability to work daily and overtime as required.
13. Ability to assist in other work related areas.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 50 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials				Occasional
Weighing from 0 to 100 Pounds				
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				N/A
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Frequent
Operating Office Equipment				Frequent
Operating Computer				Frequent
Simple Grasping (right and left)				Frequent
Firm Grasping (right and left)				Frequent
Fine Manipulating (right and left)				Occasional
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				N/A
Plant				N/A
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				Occasional

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to monitor/analyze the accounts payable function, reconcile monthly statements, maintain an effective filing system, and prepare the necessary financial reports. Additionally, this position requires the incumbent to apply logical thinking, common sense, and solve problems as they arise.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including some extended periods of computer work and expanded hours during peak periods of activity.

TRAINING:

Safety:

Right-to-know

Other:

On-the-job Training
Employee Handbook

JOB QUALIFICATIONS:

Education: High school diploma or G.E.D. required, Associate Degree in Accounting preferred.

Experience: One (1) - three (3) years of accounting experience required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Accounts Payable Clerk

- YES ____ NO ____ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature