

POSITION DESCRIPTION

JOB TITLE: Accounts Payable Clerk

DEPARTMENT: Finance/Accounting

REPORTS TO: Controller

SCOPE OF DUTIES:

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

SAFETY, QUALITY & HUMAN RESOURCES, OVERALL POLICY AND PROCEDURE RESPONSIBILITIES:

1. Act in compliance with the company Health and Safety policies and procedures including any applicable reporting and paperwork required.
2. Notify appropriate personnel of any situation or condition that may contribute to product or system conformity, or employee personal safety.
3. Comply with all human resources policies and procedures and enforce as required.

DUTIES/RESPONSIBILITIES:

1. review invoices and check requests
2. sort and match invoices and check requests
3. set invoices up for payment
4. process check requests
5. prepare and process accounts payable checks, wire transfers and ACH payments
6. reconciliation of payments
7. prepare analysis of accounts
8. monitor accounts to ensure payments are up to date
9. resolve invoice discrepancies
10. vendor file maintenance
11. correspond with vendors and respond to inquiries
12. produce monthly reports
13. assist in month end closing
14. help with switchboard coverage
15. Perform other related duties as required and assigned

PREFERRED QUALIFICATIONS AND EDUCATION:

1. H.S. Diploma or equivalent
2. knowledge of accounts payable
3. experience processing accounts payable in a high volume setting
4. experience with accounting in a manufacturing setting
5. knowledge of general accounting procedures
6. knowledge of relevant computer applications
7. proficient in data entry and management
8. 1-3 years accounts payable and general accounting experience