

JOB DESCRIPTION

Job Title: Accounts Payable Clerk
Hours: M-F 8am-5pm
Department: Accounting (3300)
Reports to: Controller

POSITION SUMMARY

Obtain, compile and verify financial data from invoices and other supporting documents maintain an Accounts Payable system. The position requires the ability to handle a high volume of transaction averaging a180 to 200 transactions a day. The company is moving to a paperless environment requiring a background in imaging and related software.

ESSENTIAL FUNCTIONS

- Ability to handle a high volume of transactions
- Experience with the use of imaged records. System conversion from paper to paperless.
- Compile and sort documents, such as vendor invoices with purchase order numbers, expense invoices, and store close out reports.
- Match receiving reports to vendor invoice and verify amount billed is amount received.
- Enter vendor invoice into system for payment, assigning pay date.
- Edit discount amount of integrated vendor invoices to reflect correct amount.
- File posted to pay invoices in bins by alpha and/or voucher number.
- Run weekly voucher report to match invoices verifying invoice number and amount due including discount amount.
- Print checks, match invoices, attach stubs to invoice/receiving copy and send to Controllers Office for review and signature.
- File weekly vendor checks by check number in file drawers.
- Confer with warehouse receiving on discrepancies and with purchasing on pricing discrepancies.
- Distribute petty cash and maintain records.
- Post and pay expense invoices weekly.
- Process daily mail and stuff envelopes with statements at the first of the month for Accounts Receivable.
- Perform other accounting clerk functions as needed.

INDEPENDENCE/AUTONOMY

Infrequent supervision: Responsibilities are guided by general policies and procedures. Supervisor is kept informed of general direction of assignment. Supervision is limited to assigning tasks, discussing problems or reviewing results.

PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

CONTACTS

Frequent contacts, within or outside of the Company. Requires tact, discretion, and working knowledge of Company procedures and policies.

SUPERVISORY RESPONSIBILITIES

Not applicable

EDUCATION QUALIFICATIONS/REQUIREMENTS

Associates degree in Accounting and 3 years of experience in accounting within a **Distribution** environment, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work without supervision and to make appropriate decisions.
- Ability to work with a diverse population.
- Ability to process work with accuracy.
- Ability to perform multiple tasks simultaneously.
- Computer literate, with **proficiency** in Microsoft Word and Excel.
- Experience with corporate accounting software a plus.
- Excellent interpersonal, written and verbal communication skills.
- Excellent organizational and time management skills, to include excellent follow –up skills.
- Problem solving mentality & extremely resourceful.
- Requires good verbal communications skills.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

Not applicable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

SEDENTARY – Exerts up to 10 lbs. of force to lift, carry, push, pull, or otherwise move objects. Sitting most of the time, but may involve walking or standing for brief periods of time.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.