

Accounts Payable Clerk

Department: Accounting

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Accounting Manager

Grade/Level:

Amount of Travel Required: No travel required

Work Schedule:

Positions Supervised:

Generally, Monday through Friday. Start time of 8:00 and an ending time of 4:30. Scheduled time varies depending on the season and time of the month.

None

POSITION SUMMARY

Process Accounts Payable along with other accounting duties including, but not limited to: computing, classifying, and recording numerical data to keep financial records complete.

ESSENTIAL FUNCTIONS

- ◆ Perform Accounts Payable functions including: Voucher Inventory Payables, Enter Non-Inventory Payables, run Payment Advice, and Weekly Aging.
- ◆ Perform end of day Reviews including Interface Deposits and Interface General Ledger.
- ◆ Reconcile Vendor Accounts.
- ◆ Reconcile Credit Cards.
- ◆ Enter Payroll into ADP.
- ◆ Pay monthly Sales Tax and accelerated payments (twice a month).
- ◆ Operate computers programmed with accounting software to record, store, and analyze information.
- ◆ Code documents according to company procedures.
- ◆ Access computerized financial information to answer general questions as well as those related to specific accounts.
- ◆ Operate 10-key calculators and copy machines to perform calculations and produce documents.
- ◆ Reconcile or note and report discrepancies found in records.
- ◆ Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- ◆ Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- ◆ Verify and balance cash deposits, and sending cash, checks, or other forms of payment to banks.
- ◆ Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- ◆ Calculate and prepare checks.
- ◆ Compare computer printouts to manually maintained journals to determine if they match.

- ◆ Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- ◆ Comply with federal, state, and company policies, procedures, and regulations.
- ◆ Monitor status of loans and accounts to ensure that payments are up to date.
- ◆ Process Payroll
- ◆ Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- ◆ Match receivers with invoices, and record the necessary information.
- ◆ Perform various accounting functions using Microsoft Excel, Word and Outlook. Microsoft Access and Powerpoint along with CounterPoint or other POS/back office accounting software is a plus.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Accurate - Ability to perform work accurately and thoroughly.
- ◆ Ambition - The drive to achieve personal advancement.
- ◆ Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- ◆ Business Acumen - Ability to grasp and understand business concepts and issues.
- ◆ Communication, Written - Ability to communicate in writing clearly and concisely.
- ◆ Conceptual Thinking - Ability to think in terms of abstract ideas.
- ◆ Consensus Building - Ability to bring about group solidarity to achieve a goal.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- ◆ Enthusiastic - Ability to bring energy to the performance of a task.
- ◆ Friendly - Ability to exhibit a cheerful demeanor toward others.
- ◆ Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- ◆ Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- ◆ Interpersonal - Ability to get along well with a variety of personalities and individuals.
- ◆ Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- ◆ Management Skills - Ability to organize and direct oneself and effectively supervise others.
- ◆ Competency in Microsoft Office Suite - Familiar and fluent in Microsoft Excel, Microsoft Word, Microsoft Outlook, and Microsoft PowerPoint.
- ◆ Organized - Possessing the trait of being organized or following a systematic method of performing

a task.

- ◆ Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- ◆ Presentation Skills - Ability to effectively present information publicly.
- ◆ Project Management - Ability to organize and direct a project to completion.
- ◆ Reliability - The trait of being dependable and trustworthy.
- ◆ Responsible - Ability to be held accountable or answerable for one's conduct.
- ◆ Risk Taker - Ability to take calculated risks or to stretch the limits of comfort zones.
- ◆ Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- ◆ Team Building - Ability to convince a group of people to work toward a goal.
- ◆ Tenacious - Ability to hold steadfast and complete a goal.
- ◆ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ◆ Tolerance - Ability to work successfully with a variety of people without making judgments.
- ◆ Willingness to take drug tests - Willingness to participate in random drug testing at the discretion of the company.
- ◆ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Associate's Degree (two year college or technical school)

Experience

Two to four years related experience

SKILLS & ABILITIES

Computer Skills

Must possess fluency in many computer functions such as typing and keying. Familiarity with common business software including, but not limited to: Microsoft Excel, Word, and Outlook, is essential. Also, familiarity with Microsoft Access, Powerpoint, and CounterPoint/other accounting software is preferred. Must also be adept at using the internet as a resource.

PHYSICAL DEMANDS

Physical Abilities

Lift /Carry

Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		

Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Push / Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near)

Sense of Sound (Ability to verbally communicate on telephone and in person)

Sense of Touch

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.