



**ACCOUNTS PAYABLE CLERK
JOB DESCRIPTION**

Summary:

The Accounts Payable Clerk reports to the Controller and is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations. The Accounts Payable Clerk must match our Company Core Values: Honest, respectful, hard-working and safety minded.

Essential Functions:

Perform the day to day processing of accounts payable transactions to ensure that company finances are maintained in an effective, up to date and accurate manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, use hands to finger, handle or feel; and reach with hands and arms.

Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday 30 to 40 hours per week.

Education:

Associates degree or four-year Accounting degree preferred.

Experience:

1 – 2 years of accounts payable experience preferred.

Knowledge/Skills:

Knowledge of accounts payable and accounts receivable. Ability to maintain a high level of accuracy in preparing and entering financial information. Ability to maintain confidentiality concerning financial files. Excellent interpersonal skills, bookkeeping skills, analytical and problem solving skills. Effective verbal and listening communications skills. Attention to detail and high level of accuracy. Effective organizational skills, computer skills, stress management skills and time management skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I understand the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____