

# Accounts Payable Clerk – Job Description

## PURPOSE OF THE POSITION

The Accounts Payable Clerk is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations.

## SCOPE

The Accounts Payable Clerk reports to the Controller and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that company finances are accurate and up to date and that vendors and suppliers are paid within established time limits.

## RESPONSIBILITIES

1. 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

### Main Activities:

- Receive and verify invoices, and purchase orders for goods and services
- Ensure accounts payable are entered upon receipt
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment by charging expenses to accounts and cost centers by analyzing invoice/expense reports
- Pay vendors by monitoring discount opportunities
  - Verifying federal id numbers, and vendor names (obtain Form W-9)
  - Resolving contract, invoice, or payment discrepancies and documentation
  - Ensuring credit is received for outstanding memos
  - Verify vendor accounts by reconciling monthly statements and related transactions
- Record all checks, computer and manual, when required
- Prepare vendor checks for mailing
- Maintain accounting ledgers by verifying and posting account transactions
- Maintains historical records by scanning invoices to attach to accounts payable and filing documents
- Protects organizations value by keeping information confidential
- Updates job knowledge by participating in educational opportunities
- Accomplishes accounting and organization mission by completing related results as needed

2. Perform other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES** – required for satisfactory job performance

**Knowledge** – The incumbent must have proficient knowledge in the following areas:

- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Knowledge of payroll functions and procedures
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Ability to maintain confidentiality concerning financial and employee files

**Skills** – The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Bookkeeping skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and Word processing programs, and email at a highly proficient level
- Stress management skills
- Time management skills

**Personal Attributes** – The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- The incumbent would normally attain the required knowledge and skills through completion of basic accounting coursework combined with related financial and administrative experience.
- Equivalencies will be considered