



POSITION: Accounts Payable Associate

ACCOUNTABLE TO: Accounting Supervisor

DEPARTMENT: Finance

JOB CODE	720-003	
SALARY GRADE		
HR /DATE		4/2005
DEPARTMENT/DATE		8/2011

PRIMARY OBJECTIVE OF POSITION

Reviews and processes for payment, invoices, vouchers, and other check requests, which are supported by purchase orders, receiving, or other appropriate approval. Reviews vendors' statements. Resolves inquiries and/or account discrepancies, as needed. Prepares payments and appropriate general ledger entries.

ESSENTIAL FUNCTIONS

1. On a daily basis, receives and reviews check requests, invoices, debit memos and/or other related documentation for completeness and compliance with company policies, procedures or other requirements.
2. Responds to vendor calls and inquiries in a professional manner.
3. Determines and vouchers appropriate payments and makes modifications, as necessary.
4. Draws, verifies, and posts payment to appropriate vendors.
5. Maximize early payment and/or credit card rewards, as directed.
6. Reconcile petty cash.
7. Prepare payment of progressive invoices and pre-paid accounts, as required.
8. Audit invoices and accounts as necessary.
9. Balance accounts payable on a monthly basis.
10. Maintain the fixed asset subsidiary ledger.
11. Assist in job closings.
12. Other duties as assigned.

SPECIAL RESPONSIBILITIES

1. Attend meetings and seminars as assigned,

QUALIFICATIONS

1. High school education required and
2. Knowledge of generally accepted account payable processes, policies, and procedures.
3. Aptitude for accuracy, attention to detail, ability to work independently, and capable of multi-tasking.
4. Knowledge of mathematics and automated accounting systems.
5. Strong computer and office technology skills, including but not limited to 10-key, Microsoft Excel, Microsoft Word, and Microsoft Outlook.
6. Ability to communicate effectively orally and in writing.
7. Ability to project a positive and professional image to vendors, customers, and fellow workers.
8. Ability to establish and maintain effective working relationships.
9. Ability to maintain confidentiality.