



## **JOB DESCRIPTION**

**Position Title:** Accounts Payable Clerk  
**Status:** Full Time, Exempt

**Date:** April, 2019  
**Reports to:** VP, Finance

### **Position Summary:**

The Accounts Payable Clerk will report to the VP, Finance. This individual will perform the day-to-day processing of accounts payable transactions to ensure that finances are maintained in an effective, timely and accurate manner.

### **Position Duties:**

- Receive, verify, input and file invoices for goods, services and employee expense reports.
- Verify that transactions comply with financial policies and procedures.
- Prepare manual vendor checks for mailing.
- Manage the semi-weekly payment batches and ensure that recurring payments are made on time.
- Research and resolve invoice and/or payment discrepancies.
- Prepare and process annual IRS 1099 tax forms.
- Input and maintain vendor information in the banking and ERP systems.
- Initiate wire transfers, ACH and FX transactions as needed through the online banking portal.
- Administer the company credit card program.
- Maintain departmental processes & procedures manual / checklists.
- Manage related party invoicing and balances.
- Perform other duties as assigned by the Controller or VP, Finance.

### **Education:**

Associate or Bachelor's Degree in accounting, finance, economics or business.

### **Experience:**

2+ years of accounts payable experience preferred.

### **Job Knowledge and Skills:**

- Spreadsheet (Excel) and transaction analysis skills.
- Detail-oriented and strong analytical and organizational skills.
- Knowledge of general policies and procedures relating to travel and entertainment expenses.
- Knowledge of various accounts payable processes and accounting software applications.
- Time and priority management skills.
- Customer service and problem resolution skills.

### **Communication Skills:**

Strong written and oral communication skills.