



## Job Description

Job Title	Accounts Payable Clerk	Location	Corporate Office
Department	Accounting	Immediate Supervisor	Controller

### Position Summary

*(Describe primary function of position)*

The Accounts Payable Clerk is responsible for the compilation and maintenance of accounts payable records and the payment of goods and services to vendors, ensuring the accurate and timely audit and processing of all invoices/check requests.

### Position Responsibilities

*(List key responsibilities)*

1. Maintain all accounts payable files.
2. Verify inventory purchases with the Purchase Order, Receiving Record and Invoice.
3. Obtain proper approvals for non-inventory invoices.
4. Audit to ensure all invoices/check requests are within policy compliance, have general ledger coding, and are not duplicated.
5. Assign payment due dates as per company policy for terms.
6. Perform data entry of invoices into computer system.
7. Prepare accounts payable checks.
8. Answer vendor inquiries.
9. Perform other related duties as assigned or requested.

### Position Education and Skills Requirements

**Education:** High School Diploma. High School bookkeeping preferred but not absolute requirement for employment

**Work Experience:** Minimum two years accounts payable experience.

**Required / Preferred Skills:** Attention to detail, accurate data entry skills, telephone communication skills, Microsoft Word, Excel and Outlook

**Physical Requirements:** None

### Limitations and Disclaimer

The above statements are intended to describe the general nature and level of work that will be performed for the described job. They are not to be construed as a complete list of responsibilities, duties, and skills required for the position. Position requirements represent the minimum level of education, work experience, skills and/or abilities required to perform the duties of the position.