

ACCOUNTS PAYABLE CLERK JOB DESCRIPTION

Reports To: Senior Accountant

Classification: Non-Exempt

Summary/Objective. An Account Payable Clerk supports the accounting department by managing daily accounts payable tasks. This role ensures that invoices are accurate and that proper accounting procedures are followed through payment and documentation.

Essential Functions. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Processes incoming invoices from the internal and external mail, ensuring proper coding, addresses until approval and payment has been obtained.
- Contact vendors whenever problems with invoices arise, such as price discrepancy, missing invoices, credits, late payments, update invoice billing address, new locations or to update the contact email, etc.
- Pays vendors by monitoring discount opportunities; verifying federal ID numbers; scheduling and preparing checks; contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Prepares weekly check disbursement reports for management.
- Maintains documentation of checks and invoices processed, voided checks and banking transactions via software and internal accounting system.
- Disburses petty cash by recording entry, verifying documentation.
- Maintains the confidentiality of all company and financial information.
- Complies with all regulatory requirements.
- Understands, follows, and stays current on all policies and procedures in the Employee Handbook.
- Follows instructions and responds to management direction.
- Identifies and communicates areas of improvement regarding operations to management.
- Performs other tasks, duties, or projects as assigned by management.
- Performs all essential functions by being physically present at the worksite on a full-time basis.

Competencies.

- Knowledge of accounting processes while following regulatory and company procedures.
- Ability to deliver high internal and external customer service.
- Highly organized with strong attention to detail.
- Ability to multi-task, to consistently meet deadlines and demonstrate strong follow-through.
- Ability to calculate figures and amounts such as discounts, interest, and percentages.

Supervisory Responsibility. This position has no supervisory responsibilities.

Work Environment. This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopies, filing cabinets and fax machines.

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 and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift or move items up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work. This is a full-time, 40 hour per week, position. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience:

- High School diploma/GED
- 1 year of related experience.
- Knowledge of accounting processes.

Preferred Education and Experience:

- Associates Degree
- 2 years equivalent work experience.
- Microsoft Office
- Microsoft Excel

Equal Employment Opportunity Statement:

- AllFirst, LLC and its subsidiaries are committed to providing equal employment opportunity and will make employment decisions without regard to race, color, religion, national origin, citizenship, age, sex, gender, veteran status, marital status, disability or any other characteristic protected under applicable laws and regulations.

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.

EMPLOYEE REVIEW AND ACKNOWLEDGMENT: I acknowledge that I have read this Job Description, and I understand what is expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. **I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.**

Employee Name (printed): _____

Employee Signature: _____

Date: _____