



Accounts Payable Clerk

Reports to: VP of Finance
Classification: Exempt

Department: Accounting

JOB SUMMARY:

The role of the Accounts Payable Clerk involves providing financial, administrative, and clerical support to the organization. Key responsibilities include reviewing, matching, and entering vendor invoices; generating payments; and maintaining “audit ready” accounts payable files. Secondary responsibilities also include the day-to-day management of all payment cycle activities in a timely and efficient manner.

ESSENTIAL FUNCTIONS:

- Process vendor invoices in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts payable data.
- Resolve purchase order, invoice and packing slip discrepancies.
- Verify and investigate discrepancies by reconciling vendor accounts and monthly vendor statements.
- Assist with job costing and billing as backup.
- Provide supporting documentation for audits.
- Works with vendors to resolve past due invoices.
- Performs other duties as assigned by manager.

QUALIFICATIONS:

- High school diploma required; Associates degree preferred.
- Minimum 2 years of work experience in Account Payable within a manufacturing environment.
- Excellent written and verbal communication skills.
- Strong grammar and punctuation skills.
- Accuracy and attention to detail.
- Ability to work independently or as a team to accomplish departmental goals.
- Effective organizational and time management skills required.
- Strong computer skills with MS Word, Excel and Outlook.