

## **ACCOUNTS PAYABLE ASSOCIATE**

### **Summary of Expectations**

The Accounts Payable Associate will report to the Controller and perform all general accounting functions related to the accounts payable process. This individual will manage purchase orders, ensure invoices are accurate and approved, prepare accounts payables reports, and remit payment to vendors. The Accounts Payable Associate will also assist in preparing other reports and special projects as needed.

### **Position Responsibilities**

- Processes purchase orders and estimates.
- Receives electronic and paper invoices for different departments and locations and follows established procedures for processing.
- Verifies and reconciles invoices against estimates and approvals for accuracy and completeness.
- Identifies, researches, and resolves invoice discrepancies.
- Scans paper invoices to files.
- Maintains vendors and payables contact information in system.
- Posts accounts payable to journals, ledgers, and other records.
- Balances accounts payable records.
- Reviews and prepares accounts payable aging reports for Controller.
- Prints and mails checks, scanning copies for our files.
- Assists in maintaining the company's system of accounts and books and records on accounts payable transactions in accordance with company processes.
- Assists with special projects and other duties as assigned.

### **Professional Skills and Experience**

- 2 years of previous accounts payable experience required.
- Knowledge of automated financial and accounting reporting systems.
- Experience with Microsoft Dynamics SL preferred.
- GED required and Bachelor's degree preferred.

### **Personal Attributes**

- Ability to work independently (i.e. a self-starter).
- Ability to work effectively on multiple projects and within tight deadlines.
- Excellent attention to detail and keying accuracy.
- Customer service mindset in working with external vendors and internal customers.
- Effective verbal and writing communication skills.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.