

POSITION DESCRIPTION

FLSA STATUS (check one):

Exempt: _____

Non-Exempt: _____

X

POSITION TITLE: Accounts Payable Clerk (Part-Time)

CORPORATE TITLE (check one): AVP VP SVP EVP

SALARY GRADE:

DIVISION/DEPARTMENT: Finance

Reporting Relationships:

Position Reports to: Accounting Manager

Positions supervised: None

Position Purpose:

- Process a variety of invoices, reports and documents mainly related to the accounts payable function.

Essential Functions and Basic Duties:

- Data entry of invoices, mailing checks and filing of vendor invoices and related support after each check run.
- Prepare reports and spreadsheets and compiles data for various accounting projects, as requested.

Supervisory/Management Responsibilities:

- None.

POSITION DESCRIPTION

Qualifications

Education:

- At least high-school graduate.

Experience Required:

- 2 years A/P Experience

Skills/Abilities:

- Must have accurate data entry skills with attention to details and accuracy.
- Competent in Excel.
- Good mathematical and organizational skills.
- Ability to understand and follow directions and company policies.
- Ability to handle vendors calls and requests.

Mental and Physical Requirements/Working Conditions

Mental Requirements:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to add and subtract and to multiply and divide. Ability to perform these operations using units of US money.
- Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional variables.

Physical Requirements:

- Uses fingers and hands to make small movements, e.g. typing, using office equipment.
- Normal talking, hearing and seeing.
- Sedentary work; sits most of the time.

Working Conditions:

- Works in a typical office environment.