***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports directly to the Accounting Supervisor. The Accounts Payable Specialist is responsible for all functions related to Accounts Payable including but not limited to processing Supplier payments, entering Supplier invoices, and validating purchase orders to receivers to invoices.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** High school diploma or equivalent; Associates preferred.
* ***Experience:*** Two years work experience in Accounts Payable area; general ledger and financial statement reconciliation required.
* ***Skills, Knowledge, Abilities:*** Computer knowledge with average to advanced skills using Microsoft Office Products.
* ***Character Traits:*** 
  + Team oriented and spirited
  + Dependable
  + Integrity
* ***Physical Requirements:*** Standing, sitting, walking, crouching, stooping, twisting, and bending
* ***Working Conditions/Environment:*** Office conditions.

***RESPONSIBILITIES AND JOB DUTIES***

***Accounts Payable:***

* Process Supplier’s invoices
* Process Supplier’s payments
* Maintain and file AP records
* Reconcile credit card statements
* Audit open invoices and received not invoiced transactions
* Setup new Supplier accounts
* Process Supplier discounts

***General Administrative Responsibilities:***

* Assist in the development, review, and maintenance of processes, procedures, and guidelines.

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_