



---

**Role/Position Definition:** Responsible for managing and overseeing the financial transactions related to an organization's accounts payable. This includes processing invoices, reconciling statements, maintaining vendor relationships, and ensuring payments are accurate and on time. The ideal candidate has strong attention to detail, excellent organizational skills, and a solid understanding of accounting principles.

**Qualifications/Position Requirements:**

Education/Experience

- High School Diploma required.
- Associate or bachelor's degree in accounting, finance, or related field preferred.

Experience

- Minimum 1 year of experience in accounts payable or a related role.
- Experience with accounting software preferred (e.g. Great Plains, Sage Intact).

Knowledge, Skills and Abilities

- Strong understanding of accounts payable principles and procedures.
- Ability to comply with internal controls.
- Proficient in Microsoft Office, particularly Excel.
- Excellent attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to manage time effectively, prioritize tasks, and meet deadlines.
- Use of logical reasoning and problem-solving skills with a proactive approach to resolve discrepancies.
- Ability to maintain confidentiality of financial information.
- Ability to adapt to ongoing change.
- Ability to identify problems and opportunities for improvement and effectively communicate resolutions and benefits to leadership.
- Team participation skills as well as the ability to work independently.
- Ability to read, legibly write, speak, hear and comprehend the English language.

**Duties and Responsibilities:**

Invoice Processing

- Review, verify, and process vendor invoices for accuracy, completeness, and compliance with company policies and procedures.
- Match invoices to purchase orders and receiving documents.
- Code invoices to the appropriate general ledger accounts.

Payments

- Schedule and prepare payments (checks, ACH, wire transfers) for approval and processing.
- Ensure timely payment to vendors and maintain strong vendor relationships.
- Handle payments discrepancies and resolve issues with vendors or internal departments.

#### Reconciliation

- Reconcile accounts payable transactions to ensure accuracy.
- Monitor vendor accounts and resolve any past-due balances or discrepancies.
- Prepare monthly accounts payable aging reports.

#### Record Keeping

- Maintain organized and accurate records of all financial transactions, invoices and supporting documentation.
- Assist in year-end audits by providing documentation and explanations as needed.

#### Communication

- Collaborate with internal and external to ensure proper approvals and support for invoices.
- Act as a primary point of contact for vendor inquiries related to payments or account status.

#### Compliance

- Ensure adherence to company policies and procedures, accounting standards and legal requirements.