

**POSITION:** Accounts Payable Specialist

**HIRING VP/DIRECTOR:** VP of Finance

**DATE PREPARED:** September 27, 2021

**JOB OBJECTIVES:**

- Receive, review, and sort invoices for data entry—entail 3 way matching of invoices to receipts and purchase orders
- Correspond and resolve the quantity and pricing discrepancies with warehouse, purchasing or salesperson in a timely manner.
- Resolve invoice discrepancies and handle calls from vendors regarding discrepancies and payment status.
- Correspond with vendors and respond to inquiries
- Scan processed invoices for recordkeeping. and picking up mail and deliveries
- Set invoices up for payment and process accounts payable checks
- Process check prepayment requests if needed.
- Review vendor statement to check for outstanding invoices, charge back and open credit on the account and to keep our credit in good standing and up to date payments

**ESSENTIAL JOB FUNCTIONS:**

- Excellent keyboard skills
- Excellent communications skills
- Proficiency in Microsoft Word and Excel

**CRITICAL SKILLS/EXPERTISE/LICENSES (Needed for this job specifically):**

Associate degree, 1-2 years of accounting experience, proficiency in Microsoft Excel

**EQUIPMENT / DEVICE OPERATION:**

<p>List all computers, or other hardware <b>required</b> to perform this job: Desktop computer workstations</p>	<p>List all computer software : <b>required</b> to perform this job: Company management software, Office management software – i.e. word processing, spreadsheets, Timeclock entry</p>	<p>List all office machines <b>required</b> to perform this job: Printers, copiers, telephones</p>
<p>List any other machines (including heavy equipment) <b>required</b> to perform this job: N/A</p>	<p>List all tools involving manipulation that are <b>required</b> to perform this job: N/A</p>	<p>List all vehicles that <b>must</b> be operated to perform this job: None</p>

**PRIOR EXPERIENCE WITH ANY EQUIPMENT/MACHINES/SOFTWARE REQUIRED: No**

**PHYSICAL REQUIREMENTS:**

X	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
	<b>Bending and Stooping:</b> Bending body downward and forward by bending spine at the waist ( 6 hours per day)
	<b>Climbing:</b> Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
	<b>Climbing Stairs:</b> Ascending or descending stairs to gain access to a building or to move from one floor to another
	<b>Crawling:</b> Moving about on hands and knees or hands and feet ( ___ hours per day)
X	<b>Light Carrying:</b> Physically transporting items weighing less than 15 pounds from one location to another.
	<b>Moderate Carrying:</b> Physically transporting items weighing 15 to 44 pounds
	<b>Heavy-Carrying:</b> Physically transporting items weighing 45 pounds and over
	<b>Fingering:</b> Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
X	<b>Grasping:</b> Applying pressure to an object with fingers (including thumb) and palm
X	<b>Hearing:</b> Ability to hear enough to be able to detect specific noises, proper equipment operation; understand what employees/clients are saying in normal conversation.
	<b>Kneeling:</b> Bending legs at knees to come to rest on one or both knees ( ___ hours per day)
X	<b>Light Lifting:</b> Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
	<b>Moderate Lifting:</b> Raising objects 15-44 pounds
	<b>Heavy Lifting:</b> Raising objects 45 pounds and over
X	<b>Mobility Requirement:</b> Be able to move throughout the warehouse facilities.
	<b>Pulling Hand Over Hand:</b> Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion ( ___ hours per day)
	<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward ( ___ hours per day)
X	<b>Reaching Above shoulder:</b> Extending hand(s) and arm(s) in any direction
	<b>Repetitive Motion:</b> Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
X	<b>Sitting:</b> Particularly for sustained periods of time
	<b>Standing:</b> ( 8 hours per day)
X	<b>Visual Requirement:</b> Be able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
	<b>Walking:</b> Moving about on foot, particularly for long distances ( 8 hours per day)
	Additional physical capability requirements:

**MENTAL REQUIREMENTS:**

	<b>COMPREHENSION</b>
X	Ability to understand, remember, and apply oral and written instructions or other information
X	Ability to understand, remember, and communicate routine, factual information
X	Ability to understand complex problems and to collaborate and explore alternative solutions
X	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	<b>ORGANIZATION</b>
X	Ability to organize thoughts and ideas into understandable terminology
X	Ability to organize and prioritize own work schedule on a short-term basis
X	Ability to organize and prioritize own work schedule on a long-term basis
X	Ability to organize and prioritize work schedules of others on a short-term basis
X	Ability to organize and prioritize work schedules of others on a long-term basis
	<b>REASONING and DECISION MAKING</b>
X	Ability to apply common sense in performing job
X	Ability to make decisions which have moderate impact on immediate work unit
X	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
X	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	<b>COMMUNICATION</b>
X	Ability to understand and follow basic instructions and guidelines
X	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
X	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
X	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
X	Ability to make informal presentations, inside and/or outside the organization.
X	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
X	Ability to do detailed work efficiently and calmly under pressure and deadlines
X	Ability to communicate effectively and politely with co-workers, clients, customers and the public
	<b>MATHEMATICS</b>
	No mathematical ability is required
X	Ability to count accurately
X	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
X	Ability to compute, analyze, and interpret numerical data for reporting purposes
X	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional mental capability requirements: