



## **JOB DESCRIPTION**

**Job Title:** ACCOUNTS PAYABLE CLERK – PART-TIME  
**Reports To:** Controller  
**FLSA Status:** Non-exempt  
**Effective Date:** 8/08

### **SUMMARY**

Executes accounts payable function in addition to other accounting activities as required to support the company by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reviews, verifies, codes and matches invoices, purchase orders and packing lists.

Enters and posts invoices in company ERP system.

Determines cash requirements, generates and prints checks, and prepares checks for mailing.

Runs journal reports as required, as well as assists with month-end process by balancing A/P cash disbursements and purchases.

Handles all vendor inquiries and issues in a timely manner, researching discrepancies and reconciling disputes.

Maintains petty cash and related records, and oversees payments for associate tool purchases.

Maintains A/P files and all supporting documentation.

Understands and complies with safety guidelines, quality system procedures and housekeeping standards.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school and three years related experience and/or training; or equivalent combination of education and experience. Computer proficiency with MS Office. Good interpersonal, organizational, and problem-solving skills. Detail-oriented and ability to multi-task. Manufacturing or similar experience desired.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports and business correspondence. Ability to effectively present information and respond to questions from other associates and the general public.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.