

**JOB DESCRIPTION**

**POSITION TITLE:           ACCOUNTS PAYABLE CLERK**

**REPORTS TO:               DIRECTOR OF FINANCE**

**Responsibilities:**

1. Open AP mail daily and sort vendor invoices.
2. Process invoices for payment, ensuring that purchase orders are set up with the correct vendor and invoice totals match purchase order pricing.
3. Communicate with buyers or customer service rep if there are pricing issues.
4. Prepare all approved check runs.
5. Update IMARK payments on vendor website
6. Monitor open purchase orders quarterly to ensure that they get closed and inventory is maintained.
7. Set up new vendors upon request.
8. Reconcile monthly vendor statements and resolve any outstanding issues.
9. Provide accurate, professional and prompt service to vendor inquiries.
10. Maintain Credit Card Purchases Log and furnish card information to vendors.
11. Provide back-up for switchboard operator.
12. Provide back-up to other members of accounting department as needed.

**Qualifications:**

1. High school diploma or equivalent required, accounting or finance degree desired.
2. Good 10-key calculator skills
3. Excellent working knowledge of basic accounting procedures and terminology
4. Good typing skills
5. Ability to perform on-line data entry with proficiency and accuracy
6. Professional and courteous phone manner
7. Working knowledge of general office procedures, particularly related to accounting and filing systems
8. Ability to maintain a high degree of confidentiality
9. Working knowledge of the internet, Excel and Microsoft Word