

Job Description – Accounting Department

Accounts Payable Clerk

Job Description:

- A front-line performance position requiring specific technical skill in processing invoices.
- An hourly position, with full participation in the company Bonus Program.
- Direct Report to the Accounting Manager.

Requirements:

- Skills –
 - Proficiency in Accounts Payable software (preferably Rubicon), and familiarity with Order Entry and Inventory software (preferably Rubicon).
 - Good working knowledge in Microsoft Office Suite, Lotus Notes and Internet software.
 - 2 years experience working with invoices as a billing clerk or A/P specialist.
- Talents –
 - Attention to Detail.
 - Organized.

Responsibilities:

- Accurately date stamping all vendor invoices, matching them to the appropriate CABLCON documents/authorization, reviewing and marking all paperwork for accuracy and completeness, notifying appropriate parties of discrepancies or problems with invoice documents, and properly entering invoices for payment into computer system.
- Creating invoices for recurring payments (rent, etc.,) in system.
- Generating an accounts payable report, and recommending invoices to be paid to the accounting manager.
- Printing and processing payment checks for vendor invoices as directed by accounting manager and record manual payments.
- Correctly marking all paid invoices with the date paid and check numbers, and then filing all documents properly.
- Reporting all check numbers processed with corresponding dollar amounts to the accounting manager.
- Reconciling all cleared vendor checks to bank records, and reporting all uncleared checks to the accounting manager.
- Keeping postage meter in good operation and properly funded.
- Maintaining accurate and up to date vendor records in computer system.