



## **JOB DESCRIPTION**

for

### **Accounts Payable Clerk**

**PURPOSE:** Ensures invoices are processed and properly matched to purchasing and receiving documents, distributed to correct general ledger expense accounts, and payments are made in an accurate and timely fashion making full use of available discounts.

**RESPONSIBILITIES:**

- **Verify accuracy of vendor invoices. Match and compare these invoices to purchase orders and receiving documentation. Post these invoices on a timely basis into a computerized accounting system.**
- **Ensure proper coding of invoices to general ledger expense accounts and update to accounting records on a daily basis.**
- **Assure that invoices received without a purchase order have proper managerial approval from designated department managers.**
- **Issue checks to vendors as directed by Controller ensuring that all discounts are taken and that accurate and timely payments are made.**
- **Obtains EIN's or SSN of all vendors so that 1099's can be sent at year-end.**
- **Daily reporting of financial status of company to Vital Factor Committee upon Controller approval.**
- **Ensure proper filing and storage of records in case of federal or state audits.**
- **Back up of payroll, accounts receivable and invoicing positions.**
- **Miscellaneous duties as assigned.**

**QUALIFICATIONS:**

**A minimum of two years experience in computerized accounting including accounts payable matching, posting, and the check issuance.**

**Must be computer literate with experience in Excel.**