

## Job Description

**Title: Accounts Payable Clerk**

**Department: Accounting Department**

**Revised date: February 2010**

### **Expectations for all employees:**

Support the Company's mission, vision and values by exhibiting the following behaviors: excellence, competence, collaboration, innovation, respect, integrity, initiative, personalization, accountability ownership and commitment to personal and company success.

### **Job Purpose:**

To provide excellent customer service for internal and external customers of the Accounting Department through the Accounts Payable (AP) functions.

### **Job Duties:**

- Obtain appropriate approvals for AP invoices
- Receive AP invoices against Purchase Orders
- Input AP invoices into the accounting system software
- Issue checks to pay AP invoices and other expenses
- Establish accounts with AP vendors
- Obtain Form W-9 from appropriate AP vendors
- Issue Form 1099 annually to AP vendors
- Process and pay company credit card charges
- Process and pay employee expense reimbursements
- Process and pay employee per diems
- Process and pay subcontractor invoices
- Review monthly vendor statements and follow up on missing invoices
- Set up AP vendors in accounting system
- Review and distribute Accounting Department incoming mail daily
- Enter manual checks issued by other offices into the accounting system
- Credit card authorizations for approved corporate travel

### **.Requirements:**

- Detail oriented with efficient data processing and organization skills
- Must possess exceptional & professional customer service skills
- Must have the ability to maintain calm & professional manner at all times
- Able to complete jobs in a timely and accurate manner
- Construction contracting AP experience preferred
- Spectrum software experience desired

### **Physical Requirements:**

- Must be able to sit and stand for an extended period of time
- Possess good vision (normal or corrected)
- Lift up to 25 Lbs
- Ability to continuously bend, stoop, squat, climb, kneel, push, pull, and reach over head