

JOB DESCRIPTION

POSITION TITLE:	Accounts Payable Clerk
REPORTS TO:	CFO
FLSA CLASSIFICATION:	Hourly

JOB SUMMARY

The Accounts Payable Clerk (AP) is responsible for processing invoices and payments for Nease Co. LLC's Administrative Offices and Manufacturing Facility. AP provides accounting support and information to the CFO, Accountant, and other staff.

KEY FUNCTIONS/DUTIES:

- **Manage incoming accounts payable invoices via email and mail**
 - Ensures completeness and accuracy of invoices processed
 - Ensures that payment is timely and accurate
 - Ensure proper expense accounting
 - Work with assigned vendors and Nease staff to resolve disputes and ensure that services are not interrupted
- **Understanding and Application of approval procedures**
 - Ensures that approvals are obtained for expenditures from appropriate parties.
- **Report generation accounting for transactions**
 - Produce a wide variety of correspondence and documents using a personal computer
 - Complete a variety of special projects assigned by the CFO
 - Provide information toward the creation and completion of accruals and other closing schedules
 - Utilizes computerized report writers and spreadsheets to assist in the reconciliation of accounts payable, accrued purchases, prepaid accounts and fixed assets
- **Research account variances and provide CFO with audit support**
 - Research issues with expense variances, suspense accounts and other accounts as requested by CFO
 - Resolves discrepancies of any kind within AP function

Other key responsibilities:

- Assists in AP monthly closing activities to ensure they are completed accurately and on time
- Follows and applies Accounts Payable Policy and procedures
- Provides input into maintenance and revisions of accounts payable policy and procedures.
- Provide back-up support for Accounts Receivable
- Performs other duties and responsibilities as required/assigned

Required qualifications:

Key skills and competencies:

Accounts Payable is required to work independently, with minimal supervision, handling multiple tasks.

- Requires working knowledge of Accounts Payable processing including understanding of the effects of AP to General Ledger postings.
- Requires outstanding customer service skills and the ability to work in a team setting with a diverse group of employees, managers and outside parties.
- Requires outstanding analytical, organizational and oral/written communication skills – must communicate issues/problems to managers and coworkers as needed.
- Problem resolution and prioritization skills are a must.
- Must have strong computer skills in a Windows® environment, including Excel, Word and Outlook.
- High School Education with 3+ year's AP experience.