

ESCOGROUP

ACCOUNTS PAYABLE CLERK

Background/Work Experience Required:

- Associates Degree (A.A.) or equivalent from two year college or technical school.
-six months to one year of related accounts payable experience and/or training; or equivalent combination of education and experience.
- Purchase Orders and Purchase Order Tracking experience.
- Proven experience with calculation of figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic algebra and geometry.
- Highly proficient in MS Software application, specifically, Excel, Word, and Access.

Preferred but not Required Experience:

- Prior hands on experience with Microsoft Dynamics SL

Responsibilities and Duties:

The Accounts Payable Clerk will perform general accounting duties according to specific guidelines and established procedures. This position will be responsible assisting in A/P functions including: coding & entering invoices, posting & reconciling batches, printing & matching checks, researching & resolving vendor statements, 1099's, W9's, & other accounting related duties.

- New vendor set ups. W9 tracking.
- Apply and renew licenses and permits. Maintains and necessary upkeep of originals.
- Process invoices upon receipt from vendors, look up vendor #s and forward invoices to the correct purchasing agent for approval.
- Match up Receipt Numbers, Purchase Orders and Request for Capital with the correct invoice, verifying all levels of approval for invoice payment.
-Record shop and client purchase orders.
- Key invoices into accounting system with relative speed and accuracy.

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- Process monthly statements for each vendor which involves research of posted invoices and contacting vendors.
- Answers all vendor inquiries.
- Matching checks to invoices/payment requests after each check run cycle.
- Prepares accounts payable checks.
- Prints all accounts payable reports.
- Maintains accounts payable file maintenance.
- Prepares analysis of accounts, as required.
- Expense report processing and review.
- Assists in monthly closings.
- Assists with answering phones and front desk support.
- Additional duties and responsibilities assigned as necessary.

Travel Requirements:

Generally the only travel would surround training and seminars which would be day trips.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Physical activity such as climbing up and down stairs (may be several flights) and or ladders, and walking long distances while carrying equipment.

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***All necessary personal protective equipment is provided to meet and in some instances exceed OSHA Regulations.*

The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Difference in job requirements may vary between locations and facilities.

I can, with or without accommodations, perform the essential functions of this position outlined above. Yes No

Signature of Employee: _____ Date: _____

Print Name: _____

HR Signature: _____ Date: _____