

I. Position

Accounts Payable Clerk (4.4)

II. Related Titles

Administrative Assistant; Controller; Accounts Payable Assistant

III. Essential Functions

Maintain exact records of accounts payable; reconcile accounts payable with invoices, purchase orders and expense reports; write and/or issue payments on accounts.

IV. Additional Responsibilities

1. Collects and files invoices
2. Audits vendor invoices
3. Posts invoices to proper accounts
4. Makes and records cash deposits
5. Prepares and maintains weekly purchasing reports by departments
6. Audits inventories
7. Purchases and maintains office supplies
8. Issues and tracks purchase orders for operating departments
9. Prepares accurate weekly cash flow reports
10. Deposits all federal, state and municipal taxes on a timely basis
11. Compiles and maintains credit applications for vendors
12. Balances petty cash and operating cash funds
13. Assists controller in preparing month-end financial statements
14. Processes all bills for final payment
15. Manages all credit memos to assure that no incorrect charges are paid
16. Types reports

V. Reports to

Controller

VI. Supervises

No supervisory duties are included in this position