



ACCOUNTS PAYABLE CLERK

DEPARTMENT: Business Services
REPORTS TO: Director of Finance
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAYRATE: D.O.E.

POSITION PROFILE:

The Accounts Payable Clerk is responsible for completing payments and controls expenses by receiving, processing, verifying, and reconciling invoices.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Process all invoices and check requests timely
- Ensure all invoices and receipts are audit acceptable
- Generate, review and maintain all accounts payable files, including check registers, invoices, void check registers and other postings
- Make appropriate month-end general ledger entries (Petty Cash Close/Copier)
- Prepare and distribute annual 1099 forms
- Calculate, track and submit annual Use Tax filing

QUALIFICATIONS (Education, Experience and Certifications):

- Associates Degree or higher in Accounting and one year accounting experience or a minimum of five years of experience
- Experience with MS Office
- Experience in a not-for-profit environment is preferred
- Have a driving record that complies with SAY Driving Policies

KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to process a high volume of AP
- Strong organizational skills and attention to detail
- Able to work independently and as a part of a team

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).



ACCOUNTS PAYABLE CLERK

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.