



JOB DESCRIPTION

Title: Accounts Payable Clerk	Team: Accounting/IT
Reports to: Accounts Payable Senior	Status: Full-Time, Non-Exempt

Summary

The Accounts Payable (AP) Clerk completes accounts payable transactions daily. Under the direction of the Accounts Payable Senior the AP Clerk is responsible for performing the following duties:

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times.
- Ensures all paperwork is handled in an accurate and timely manner.
- Ensures that company policies and procedures are followed at all times.
- Enters and completes accounts payable transactions daily and record in company's accounting software.
- Verifies vendor invoice amounts and approvals for payment.
- Organizes invoices/expenses for appropriate fixed asset additions.
- Reviews and records company's corporate and individual credit card expense reports.
- Files accounts payable invoices on a weekly basis.
- Oversees and reconciles company's petty cash accounts.
- Maintains and distributes mail for the team.
- Light duty cleaning and organizing from time to time.
- Performs other duties as assigned by management.

Qualifications

- Possess High School Diploma or equivalent. Coursework and/or a degree in general accounting a plus.
- At least 1-year previous experience in business administration, accounting or related field and willingness to receive training.
- Possess a kind personality, the desire to contribute to a great team, and willingness to learn or improve skills.
- Ability to display a professional, engaging, and polite image to guests and team partners.
- Ability to effectively present information and respond to questions from managers, and guests.
- Ability to analyze and record accounting transactions accurately.
- Effective written and verbal communication skills.
- Superior attention to detail.
- Ability to multi-task and manage time effectively.
- Must possess excellent computer skills and be proficient in MS Office (Outlook, Word, Excel), and working knowledge of Great Plains – Dynamics a plus.
- Ability to read and understand operational documents.
- Ability to work effectively with a team in a fast-paced, efficient, environment.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 15 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.