



## Job Description: Accounts Payable Clerk

Alternative Titles: A/P Clerk

Revised: November 6, 2008

---

Job Code: TBD

Labor/Cost Code(s): TBD

Employee Type: Hourly (Non-Exempt)

Reports To: Accountant, Controller

Successive Position: Accounting Clerk, Billing Clerk, Administrative Assistant

---

**Purpose:** Performs a variety of accounting clerical tasks related to the maintenance/processing of payable account records, invoices, etc.

**Work Schedule:** 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday.

### Essential Skills *(must possess the ability to)*

- Facilitate the process of receiving pending accounts to be paid
- Review payable accounts to ensure that information is properly recorded and the records contain appropriate authorization for payment
- Administer and ensure that entered items have the correct job codes to pay clients and employees properly
- Maintain proper back up files for research and reference
- Record administrative and office expenses
- Produce financial statements and prepare reports and summaries for supervisors and managers
- Monitor accounts to ensure that payments are up to date
- Total, balance, and reconcile accounts
- Ensure the completeness and accuracy of data on accounts
- Code documents according to company procedures
- Review invoices and statements to ensure that all the information appearing on them is accurate and complete
- Reconcile computer reports with operating reports
- Check figures, postings, and documents to ensure that they are correct, mathematically accurate, and properly coded
- Correct and note errors for accountants
- Multi-task and work under time constraints

### Essential Qualifications

- High school diploma or G.E.D. equivalent.
- 2+ years accounts of payable and/or payroll experience
- Working knowledge of the Microsoft Suite (i.e. Word, Excel, Outlook)
- Experience with automated accounting systems
- Experience in a related job and working in an office environment
- Discretion and trustworthiness due to frequent contact with confidential material
- Good communication skills
- General understanding of accounting practices and principles