



**Job Description**  
**Accounts Payable Clerk**  
**Administration**

**Document #JD-50-005**

Revision No: 2  
Revision Date: 11/14/22  
Issue No: 1  
Issue Date: 12-19-03  
Page 1 of 1

**Position:** Accounts Payable Clerk

**Reports To:** Controller

**Minimum Qualifications (preferred):** High school diploma. Bachelors degree in Accounting is preferred or three years experience in the accounting field.

**Key Responsibilities:**

The A/P clerk ensures that electronic and manual records are updated and maintained on a continuous basis allowing for the control of accounts payable, transfers of funds, tax reporting and various reports as required by governmental agencies and the company.

- Job responsibilities and duties for this position:
  - Receives, sorts, and compares invoices with purchase orders and enters them into the A/P system.
  - Generates invoice entry and A/P paid-out report to obtain the daily open A/P balance report. Distributes this report to President and Controller, as required.
  - Maintains files for Use Tax, Driver Mileage, IFTA, Fuel Use and Inventory, Revenue Generated by Division, Entries to G/L Accounts, Freight Bills, Invoice backup, Credit Card Receipts, Payroll Garnishment, Optional Insurance, Employee Receivables, 401k, and Returns to Vendor.
  - Generate spreadsheets for Open A/Ps, A/Ps due next week, Rep Commissions, Postings to G/L Accounts and Supplies used by Division.
  - Daily, run a Remittance Audit report, pull invoice for backup, print checks and forward to management for signature. After signed, run copy, attach to invoice and file. Prepare check for mailing.
  - Cut checks for bank deposits of hourly payroll, tax deposits and 401k payments.
  - Any other responsibilities as assigned by the Controller.
- The work environment includes office duties.
- The position will have regular internal & external contacts with employees, suppliers, and customers.

**Required equipment or systems proficiencies:**

- Personal Computer:
  - Email
  - AS400
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Outlook
  - 10 key calculator
  - Keyboarding skills

**Complete the following Training requirements / checklists:**

- **Hourly Employee Handbook**