

## Job Description

<b>Job Title</b> Account Payable Specialist	<b>FLSA Code</b> Non-Exempt	
<b>Department</b> Accounting	<b>Manager</b> Accounting Manager	<b>Date</b>

### Job Summary

- Maintains processing and payments of vendor invoices
- Assists in analysis of financial information for management's reports

### Essential Duties

To efficiently manage the paying of invoices owed by the company, an Accounts Payable Specialist must perform a wide range of job duties and responsibilities. These may include, but are not limited to:

- Check accuracy of invoices.
- Input and code invoices to Fiserv AP system.
- Process invoices.
- Match Invoices with Purchase Order (if applicable).
- Send invoices to Manager for payment approval.
- Schedule pay runs based on standard company payment terms.
- First point of contact with Debtors chasing payment of invoices.
- Update and maintain vendor database in a timely manner.
- Perform reconciliations including bank statement reconciliations, credit card reconciliations and more.
- Analyze balance changes in the Bank's expenses month-over-month.
- Identify improvements to the accounts payable process.
- Performs other related duties as assigned or requested.

### Job Qualifications

- Minimum Education: High School Diploma or equivalent
- Minimum Experience: N/A
- Solid understanding of basic accounting and accounts payable principles

### Competencies

- Proven ability to calculate, post and manage financial records
- Accurate data entry skills
- Ability to build good relationships with vendors and co-workers
- Ability to prioritize and multitask
- High level of accuracy and attention to detail
- Excellent verbal and written communication skills
- Ability work as part of a broader team
- Intermediate computer software skills, including Excel and Accounting packages.

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### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to sit, walk, or stand.
- Frequently required to use hands to finger, handle, or feel.
- Frequently required to reach with hands and arms.
- Regularly required to talk or hear.
- Occasionally required to bend, lift or climb.
- Occasionally required to lift light weights (less than 25 pounds).
- Finger dexterity required.
- Hand coordination required.
- Specific vision abilities required for this job include: close vision, distance vision, ability to adjust or focus.
- Performs other related duties as assigned or requested.

### Expected Hours of Work

This is a part-time position and hours of work and days are fewer than 29 hours per week and 3 days between Monday and Friday. The employee must be physically available during the “core” bank operation hours.

### Travel

Travel is primarily local during the business day may be expected.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_