

Job Description

Job Title Account Payable Specialist	FLSA Code Non-Exempt	
Department Accounting	Manager Accounting Manager	Date

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.

Job Description

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 _____