



## ACCOUNTS PAYABLE SPECIALIST JOB DESCRIPTION

<b>Effective Date:</b> January 1, 2022	<b>Original Date:</b> January 1, 2022	<b>Originator:</b> Acct/Fin	<b>Department:</b> Accounting/Finance	<b>Page</b> 1 of 2
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### Summary/Objective

The Accounts Payable Specialist reports to the Accounting Manager and is responsible for the payment of goods and services purchased by the company. This role ensures invoices are accurate, and proper accounting procedures are followed for the purchasing and payment of goods and services.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Duties/Responsibilities:*

- Reviews all invoices for appropriate documentation and approval prior to payment.
- Obtains appropriate signatures on all accounts payable checks.
- Reconciles vendor statements.
- Prepares year end 1099's for vendors.
- Assists in monthly closings.
- Prepares analysis of accounts, as required.
- Performs filing and copying.
- Provides back-up support for Accounts Receivable.
- Assists Accounting Manager as necessary.

### Competencies

- Critical Analysis.
- Ethical Conduct.
- Problem Solving/Analysis.
- Customer/ Client Focus.
- Results Driven.
- Flexibility.

### Work Environment.

This job operates in a professional office environment that is well-light, heated and/or air conditioned depending on the season. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.



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**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00am to 5:00pm, Monday through Friday.

**Travel**

No travel other than to and from the office is required for this position.

**Required Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Required Education and Experience**

1. 10+ years related accounts payable experience and/or training.
2. Proficiency in MS Office

**Preferred Education and Experience**

1. Associate Degree or equivalent from a two-year college or university
2. 10+ years related accounting experience and/or training.
3. Proficiency in MS Office.

**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

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**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

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

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