

Economic Security Corporation Job Description

Job Title: Accounts Payable Assistant
Department: Fiscal
Reports To: Fiscal Director
FLSA Status: Non-exempt
Revision Date: August 2, 2021
Job Classification: Grade 6

SUMMARY

The Accounts Payable Clerk gathers information and processes payment for the agency's expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Gathers, organizes and prepares documents such as invoices, statements, requisitions, and purchase orders for payment.
2. Reviews documents for accuracy, making or requesting to have made necessary corrections before processing for payment.
3. Generates vouchers using the information and documents gathered that will accurately reflect how each should be charged out.
4. Makes entries to the accounts payable software from the documents to processed for payment.
5. Responds to questions from vendors regarding payments.
6. Responds to questions and request from Directors or agency staff regarding payments or payment history.
7. Review vendor files for accuracy and completeness, causing corrections and updates to be made as necessary.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Previous Accounts Payable experience is required. Associate degree in accounting or business from a two-year college or technical school preferred

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customer/clients or employees or organizations.

MATHEMATICAL SKILLS

Ability to calculate discounts, interest, proportions, and percentages. Should be able to calculate prorations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Should have a good understanding of how accounts payable is connected to and impacts the accounting cycle

CERTIFICATES, LICENSE, REGISTRATIONS

Must have valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements.

COMPUTER SKILLS

Proficiency in the use of Excel is required and proficiency in the use of Word is preferred. Knowledge and use of MIP software is preferred.

PLANNING/ORGANIZATION

Must be an organized individual able to plan ahead to be able to complete work timely. Must be able to handle multiple projects effectively

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

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally asked to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee will have light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is well-lighted, heat and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name