

1.0 DUTIES AND RESPONSIBILITIES

The basic responsibilities for Sr. Accounts Payable Specialist shall be in the areas of accounts payable processing, employee expense reporting processing, and various month-end close-out duties which include preparation of specific journal vouchers and month-end reports.

1.1 Accounts Payable

- Verifying accuracy and appropriateness of all vendor/supplier invoices.
- Verifying accounting codes and processing all invoices for payment timely and taking all available discounts
- Answer all inquiries concerning invoice payment and correction of any discrepancies.
- Assure sales taxes are properly invoiced, paid and/or accrued.
- Maintain all vendor files, forms and status reports.
- Solicit and maintain current W-9 forms on all vendors.
- Process of check run and EFT run weekly.
- Set up new vendors
- Maintain on-site contractor insurance status file. Send out notices of insurance expiration when required.
- Maintain Covington Petty Cash Account
- Recording payments from plant's Regions Bank account
- Collecting mail from company's PO Box

1.2 Employee Expense Reporting and Reconciliation

- Verify all charges on employee expense reports for accuracy, appropriateness and documentation; assure that all cash advances have been applied and that charges are assigned to the proper category.
- Process expense reports for payment.

1.3 Month-End/Year-End Closeout

- Prepare and enter necessary journal entries for month end.
- Print, file, and distribute required month-end reports, including the PO Commitment Report for month end.
- Processes and prepares yearly report for Worker's Comp audit.
- Preparation and distribution of year end 1099-misc. forms.

1.4 Other

- To perform duties as the Vice President & Controller may direct.
- Provide backup on processing UPS/Certified shipments, order supplies for the office, purchase and print postage when required.

2.0 REQUIREMENTS

2.1 Education

- High School Diploma or equivalent diploma
- Minimum of two (2) years of college or associate degree preferred

2.2 Experience

- Minimum of five (5) years of experience processing accounts payable.
- Must be proficient in the use of Microsoft Word and Microsoft Excel and have excellent grammar and spelling skills.

2.3 Skills and Abilities

- Excellent oral and written communication skills.
- Ability to type, use a computer including application software but limited to Microsoft and operate all other office equipment.
- Ability to identify problems or potential problems and develop and implements solutions.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- None associated with this job description.

4.0 OTHERS

- Attention to detail
- Self-starter
- Works with minimal supervision
- Innovative/creative
- Flexible/ adaptable

Employee Signature: _____

Date: _____