

Job Description

Accounts Payable Clerk I (N07)

Grade: **N07**

Reports To
(title): **Accounts Payable Supervisor**

MAJOR FUNCTION / ROLE

General purpose of the job; major expected results.

Ensures the accurate and timely payment of supplier invoices by receiving and matching invoices, obtaining approvals, processing expense reports, coding accounts, preparing disbursements, and maintaining accounts payable related records.

JOB DUTIES

Typical duties and responsibilities of job.

- Processes vendor invoices and obtains the necessary approvals.
- Processes expense reports after verifying accuracy and compliance with policies.
- Provides accounts payable support such as matching packing slips to invoices, checking off invoices on monthly statements, etc.
- Generates checks for vouchers and expense reports.
- Answers telephone inquiries and interacts with vendors in reference to accounts payable issues.
- Organizes and maintains all accounts payable and expense report files.
- Obtains W-9 files from vendors and maintains files.
- May provide general office support for supplies and equipment maintenance for coffee stations or lunchrooms, copiers, fax machines, etc.
- Compiles order for department office supplies and submits for approval.
- Coordinates retrieval and pick-up of off-site records from storage.
- May perform such other assignments as the Supervisor may deem necessary from time to time.

SCOPE

Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Relatively standardized accounts payable tasks, processes and procedures.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Work is performed under direct supervision, with routine decisions based on clearly established procedures and guidelines.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

No supervision or work direction is given to others.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Contacts generally limited to local office personnel.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Occasional contact with vendors.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

High school diploma (or equivalent) plus four years work experience, at least some of which spent in an accounting or office-related function, OR associate's degree in a related administrative field plus two years related experience is required.

SPECIAL SKILLS

Microsoft Excel knowledge required.

PROFESSIONAL REGISTRATIONS

COMPETENCIES

General Competencies expected of all employees are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality and Teamwork. (Note that "Clients" may be internal managers and staff.)

OTHER

Job requires ability to process paper/electronic documents and operate computer keyboard. Ability to retrieve and file folders. Ability to communicate effectively.

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