

Job Title Administrative Support Accounts Payable Clerk

Reports To Director of Finance

**Job Summary:**

Work is performed under the continuing supervision of an accountant, accounts payable supervisor or similar position. The employee is expected to perform daily work with minimum supervision, exercising sound judgment and referring unusual problems to the supervisor.

**Essential Functions/Work Performed Statements:**

*This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs:*

Records bills, invoices, or any other related bookkeeping documents in computerized accounting data base for payment according to specifications; Assists in handling vendor or employee questions and requests regarding invoices/payments

Assists in preparing checks weekly for payment to vendors, employees' expenses according to set procedures; verifies all supporting documentation prior to mailing payment.

Maintains files for accounts payable and general ledger documentation and reports, copies information, and sends our mailings as requested.

Provides clerical assistance by completing a variety of paperwork; ensures documents are authorized according to set procedures; maintains paperwork as directed.

Processes reports using a variety of office equipment and software; examines reports for accuracy and notes any discrepancies; consults as needed with appropriate personnel.

Acts as primary phone operator; answers incoming calls, determines nature of contact, refers customer inquiries or complaints, and transfers phone service as needed; runs errands which includes driving daily to post office and/or for other bank or office-related needs.

Communicates with supervisors, co-workers, clients, and customers in such a way as to promote effective image of company and establish relationships necessary for employees to accomplish their work.

Follows established policies and procedures according to company handbook.

**Knowledge, Skills, and Abilities-Minimum Qualifications:**

Graduation from high school and two years of Accounts Payable experience and related clerical and secretarial experience, or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities:

- Knowledge of standard office practices and procedures, and equipment.
- Knowledge of grammar, punctuation, spelling, syntax, and basic mathematics.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to maintain moderately complex records and ensure confidentiality.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Knowledge of appropriate business software programs, word processing, spreadsheet, graphics, etc.
- Possess or the ability to possess a valid Missouri driver's license.
- This is a FLSA Non-Exempt position.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_