



Accounts Payable Processor

Position Description

Reports to: Finance Director

This position is 25 hours part time, non-exempt

Qualifications: Individual must be proficient in Accounts Payable computerized accounting systems. Microsoft Dynamics is a plus. Expertise in Accounts Payable is essential. Individual must possess effective interpersonal, communications and problem solving skills. Associate Degree preferred or 2-4 years accounts payable experience.

Essential Functions:

- Good memory and an ability to follow work instructions
- The ability to sit for periods of 4 hours at a time
- Solid working knowledge of Excel and Word required
- Comfortable managing multiple and simultaneous tasks under short time lines

Responsibilities include but are not limited to:

Accounts Payable:

- Ability to operate office equipment and technology such as computers, printers, scanner & support software, telephones, fax machines, postage machine and copier.
- Receive invoices and payment request forms- Identify, code and obtain appropriate approvals and verify receipt of item, create and maintain spreadsheets to ensure proper payment is made
- Maintain and update spreadsheets and databases to ensure all vendor payment and cost allocation centers are consistent and accurate.
- Enter and process accounts payable in computerized accounting system
- Print, mail and appropriately file checks with a goal to be all electronic ACH processing
- Mailing tax exempt forms as required, checking routinely for duplicates, critical thinking and establishing contacts and communication with vendors.
- Maintain vendor files electronically (add, change and inactivate)
- Ongoing training online in Microsoft Dynamics' accounting package a must
- Other Duties as assigned

General:

- Participate in recommended training programs, conferences, courses and other aspects of related professional growth
- Scheduled work hours are 25 hours a week

I have read and understand the job description. I understand that I am a non-exempt employee.

Name (Printed)

Signature

Date