



JOB DESCRIPTION

Job Title: Accounts Payable Specialist

Facility: Brooklyn Park

Department: Accounting

Reports to: Finance Manager

SUMMARY

Performs all tasks related to paying vendors after authorization is received from the appropriate individual, record keeping and the actual payment to vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Prepares in an accurate and timely manner all accounts payable invoices.
- Responsible for petty cash fund, reconciling and reimbursing on a monthly basis.
- Verifies all materials and outside purchases have been received for each job.
- Prepares the equipment repairs report monthly.
- Batches invoices for payment, prints checks and matches invoices.
- Reviews all expense reports and issues reimbursement checks once approved by the functional executive.
- Trouble shoots missing POs or packing slips, price differences, etc.
- Works with vendors regarding payment schedule for open invoices, missing invoices, etc.
- Closes payables at month end.
- Responsible for training new Accounts Payable personnel.
- Performs duties of other Accounting Team Members in their absence or as needed.
- Understand your role in the companies Quality Management System regarding ISO.
- Other duties as assigned.

QUALIFICATIONS

- Associate degree in Accounting or equivalent experience
- 3+ years of accounting experience
- Computer literate and solid Excel knowledge

PROFESSIONAL SKILLS AND ABILITIES

- Excellent written and verbal communications skills
- Attention to detail
- Ability to multi-task in a fast-paced work environment

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)