**POSITION DESCRIPTION**

Position Title: Accounts Payable Clerk

Salary Grade:

Reports to: Controller

Direct Reports: None

Department: Finance – Shared Services

Classification: Regular Full Time

FLSA Status: Non-Exempt

SUMMARY:

The Accounts Payable Clerk will be responsible for maintaining and accurately processing accounts payable for the organization. This includes the tracking, processing and reporting of daily and monthly expenses. Duties also include reconciling accounts and processing payments to our venders.

ESSENTIAL FUNCTIONS:

* Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
* Performs three-way (PO/Receiver/Invoice) match for processing inventory purchases.
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
* Ensures credit is received for outstanding credit memos.
* Request stop-payments on checks.
* Pays employees by receiving and verifying expense reports.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Maintains historical records by filing documents.
* Disburses petty cash by recording entry and verifying documentation.
* Reports sales/use taxes by calculating requirements on paid invoices.
* Protects organization’s value by keeping information confidential.

KEY COMPETENCIES

* A passion and commitment to fulfilling our mission and vision. A mission first approach.
* Deonstrates qualities mirroring the Servant Leadership philosophy.
* A commitment to continuous improvement.
* Ability to multi-task and manage several accounts.
* Effectively meet deadlines.
* Proficient in the use of Microsoft Office applications, including Excel, Word, Outlook
* Ability to develop effective relationships in a multidisciplinary team environment
* Excellent written and verbal communication skills.
* Strong analytical and problem-solving skills
* Ability to delight customers.
* Attention to detail and ability to maintain confidentiality

REQUIRED EDUCATION AND EXPERIENCE:

* A minimum two-year degree in accounting required
* 3-5 years of experience in accounts payable highly preferred
* Accurate keyboarding skills of 40 w.p.m. with 95 percent accuracy.
* Strong computer skills Experience with NetSuite a definitive plus.
* Experience working in a manufacturing and/or wholesale or retail distribution environment preferred.
* Familiarity with multiple payment methods (check, ACH, wire transfer, etc.)

PHYSICAL DEMANDS:

The ability to sit for long periods of time. The ability to lift files, open filing cabinets and bend or stand as necessary.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.*

Beyond Vision abides by the requirements of federal laws which prohibit discrimination of individuals with the following legally protected status: race, color, religion, sex, sexual orientation, gender identity, national origin, disability and protected veterans. Beyond Vision also abides by affirmative action requirements to employ and advance in employment qualified individuals without regard to race and sex (per Executive Order 11246), disability (per 41CFR 60-741.5(a), and protected veteran status (per 41CFR 60-300.5(a).

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