

## **Accounts Payable Clerk**

**Reports To:** Assistant Controller  
**Department:** Accounting  
**Status:** Non-Exempt

### **Job Description**

Ensure the accurate and timely preparation and maintenance of all records pertaining to the weekly Accounts Payable check run.

### **Duties and Responsibilities**

Purchase Order/Receipts (Packing Slips) Invoices:

- Receive packing slips to match with invoices from shipping/receiving.
- Process “Payment Request Forms” after proper authorizations
- Notify Purchasing of any invoice discrepancies, and work with purchasing team members to resolve those discrepancies in a timely manner.

Accounts Payable Invoices:

- Receive Accounts Payable invoices for general subdivision or organizational overhead transactions.
- Ensure all Accounts Payable invoices are properly authorized by department heads or upper management, as needed.
- Assign cost codes to all invoices without purchase orders with CFO’s guidance.

Check Runs:

- Enter invoices in batches into the Accounting System with accuracy and in a timely manner, and ensure the correct entry of the date of invoice acceptance by the authorizing parties.
- Prepare Cash Requirements Report for the CFO’s review and management’s approval before processing any checks.
- Send out reminder to departments regarding the submissions deadline for the weekly check run, and proactively communicate any changes to the schedule and release date as needed for holidays, etc.
- Complete check runs no later than 3:00 p.m. on working day preceding the check date, and ensure check dates are issued for Friday or the last working day of the week unless otherwise directed.
- Prepare hand checks as needed, following the CFO’s review and management’s approval.

- Maintain all paperwork and records pertaining to A/P check runs, and ensure filing is completed in a timely manner.

General Duties:

- Set up and maintain the vendor master data in the Accounting System, and double check all data entry for accuracy to ensure problem-free check runs.
- Assist (within reason) all suppliers and general vendors in the reconciliation of their accounts with B&H, and notify the CFO of any extensive or recurring requests or problems.
- Sort and distribute incoming mail appropriately.
- Assist with all other special tasks and projects as directed by management.

## **Qualifications**

- Associate's degree or equivalent from two-year College or technical school, or 6 months to 1 year related experience and/or training, or equivalent combination of education and experience.
- Ability to read and interpret documents such as operating and administrative instructions, and follow set procedures.
- Ability to write routine reports and correspondence.
- Strong communication skills, both oral and written, are required.
- Ability to calculate figures and amounts such as discounts, interest, commission, proportions, percentages, area, circumference and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Valid California driver license, and willingness and ability to use personal and/or company vehicle in the course of employment. Must be insurable by Company insurance carrier.