



## **Job Description**

**Position:** Accounts Payable Specialist

**Reports to:** Finance Manager

**FLSA:** Non-Exempt

**Location:** Fort Payne, AL

**Updated:** May 24, 2022

### **Role Summary:**

The Accounts Payable (AP) Specialist processes supplier invoices to ensure timely payment and accurate documentation and records. The AP Specialist assists with month end analysis and reconciliation.

### **Scope of the Position:**

This position is located at the Fort Payne, AL location and reports to the Finance Manager. This position requires close cooperation with several departments in the company.

### **Responsibilities:**

Responsibilities expected of this position include, but are not limited to, the following:

- Prepare, research, and key supplier invoices for payment
- Process employee expense reports
- Respond to supplier questions regarding AP or payments scheduled
- Process weekly check run
- Track and report scorecard numbers for weekly departmental meeting
- Reconcile monthly statements from suppliers; follow up on any outstanding invoices prior to invoices falling outside of their discount/due date
- Review all company P-card and fuel card reports monthly, process corresponding journal entry for month end
- Maintain W9's for all active suppliers and 1099 reportable vendor
- Complete Credit Applications for new suppliers
- Maintain truck mileage logs and file quarterly/annual IRP, IFTA, & Heavy Vehicle Use Tax returns
- Assist in monthly GL reconciliation
- Support Finance Manager as required

### **Position Qualifications:**

- Exceptional organizational skills
- Ability to manage multiple tasks
- Strong analytical skills
- Strong interpersonal and problem-solving skills
- Effective written and verbal communication skills



- High proficiency with MS Office Suite (specifically Excel) and functional systems
- Broad understanding of standard business practices and procedures
- Ability to achieve performance objectives in a time-sensitive and quality-centered environment

**Education and Experience:**

- High school diploma or equivalent required, Associates degree a plus
- 3-5 years' experience in an accounting-oriented position
- Experience in Sage accounting software a plus
- Experience in a manufacturing environment a plus

**Physical Requirements:**

- Sit, Stand, Walk frequently

You will be expected to follow any other job-related instructions and to perform other job-related functions.