



JOB DESCRIPTION

Job Title:	Accounts Payable/Receivable Clerk	Pay Grade:	?
Department:	504-Accounting	Reports to:	Senior A/R Administrator
Status	Non-Exempt/Hourly	Revision Date:	September 3, 2020

SUMMARY: This position is responsible for compiling and maintaining accounts payable and accounts receivable records.

AP DUTIES AND RESPONSIBILITIES:

- Receive, open, date stamp and distribute Accounting Department mail.
- Match AP invoices to receiving documentation.
- Assist in the data entry of AP invoices into ERP A/P system.
- Research discrepancies between Invoices and Purchase orders
- Ensure data entry accuracy
- Assist with the application of wire payments into ERP A/P system.
- Maintain, organize and update A/P files.
- Prepare accounts payable checks for distribution including matching and mailing.
- Learn the Weekly Check run
- Perform other duties as required or requested.

AR DUTIES AND RESPONSIBILITIES:

- Batch incoming check payments in preparation for deposit
- Maintain the AR email in box
 - Print customer payment advices
 - Save daily lockbox details to the finance drive
 - File emails in customer sub folders
- Wire and Check cash application into ERP A/R system
- Investigate short payments
- Issue credits for shortages or price issues
- Release Credit Holds
- Perform other duties as required or requested.

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND EXPERIENCE:

- High School Education or higher. 1-2 years of experience in an office environment preferred. SAP experience a plus

QUALIFICATIONS:

- Must possess excellent verbal and written communication skills in English, as well as interpersonal skills.
- Must have the ability to analyze accounting related data.
- Must possess interpersonal skills.

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- Must have the ability to use MS Word, Excel, Outlook and SAP software.
- Problem solving skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work environment consists of office setting.
- Exposure to quiet to moderate noise levels up to 2/3 of the time.

Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses (as needed)		Protective Clothing
X	Hearing Protection (as needed)		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing	X			
Walking	X			
Sitting				X
Use hands to handle or touch				X
Use fingers to pinch or grasp				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear		X		
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			

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Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion				X
Tools or Equipment Used	Time Spent			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Computer				X
Copier		X		
Phone		X		
Postage Machine		X		

Travel Required	% of Time
Domestic	0%
International	0%

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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