

	Position: Accounts Payable Clerk Reports To: Accounting Manager
Date Created: 11/14/2019	Location: Corporate

JOB SUMMARY: The Accounts Payable Clerk provides clerical support necessary to pay the obligations of the Company in an accurate and timely manner.

ESSENTIAL FUNCTIONS:

1. Stamps and sorts incoming mail and distributes to appropriate Accounts Payable Clerk.
2. Receives purchase orders, packing lists and raw material receiving orders from plant locations. Matches these to invoices for verification of quantities and prices.
3. Posts vouchers to appropriate general ledger accounts.
4. Enters vendor invoice information into the accounting system, such as invoice number, date, vendor address, item description, amounts, etc.
5. Receives and organizes statements from vendors; checks vendor files for payment of any invoices listed as outstanding.
6. Takes phone calls and answers questions from vendors regarding invoice payments.
7. Makes calls to vendors to clarify any questionable invoice items, prices, or receiving signatures.
8. Makes weekly payments to vendors and files check stubs.
9. Performs other related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. High School Diploma required, college courses in accounting preferred.
2. Basic understanding of principles of finance, bookkeeping and accounting.
3. Detail oriented, professional attitude and reliable.
4. Self-starter with strong organization skills.
5. Familiar with accounting programs and software.
6. Experience with clerical practices, office procedures and automated equipment.

This description is not to be considered “all inclusive” of job requirements.

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