

Second Harvest Food Bank of Central Florida Job Description

Title: Accounts Payable Clerk

Job Group Category: Hourly, Non-Exempt

Unit: Finance

Direct Reports: None

Reports to: Senior Accountant

Labor Grade:

Date of Last Revision: 3/16/2017

Position Summary:

Accounts Payable functions including compiling, processing, and maintaining accounts payable records.

Principal Duties and Responsibilities:

- Check accuracy of invoices, match invoices to purchase, requisition, and receiving documentation
- Code approved invoices based on Chart of Account classification and grant when necessary
- Update and maintain vendor database
- Audits and verifies expense reports
- Reconciles vendor statements
- Forward invoice to appropriate management for review and approval of payment
- Generate checks to vendors and secure the required signatures based on prescribed procedures
- Maintain file documentation in support of vendor payment of invoices
- Respond to vendor inquiries regarding status of payment, investigate and resolve discrepancies.
- Process approved payments to employees for reimbursement of qualified employee expenses

Job Specifications:

- Requires minimum 2 years of experience performing accounts payable functions
- Ability to work independently following verbal or written instructions
- Organized and detail oriented
- Excellent communication skills, verbal and written
- Experience with integrated accounting software programs and MS Office products Excel and Word
- High School Diploma or GED, College degree in accounting a plus
- Must pass background check and drug testing

Competencies Required:

- **Analytical Ability**
Readily synthesizes complex or diverse information
Separates “assumptions” from “hard evidence” in gathering data
Categorizes information into groups having similar qualities or attributes
- **Attention to Detail**
Double checks work for accuracy
Verifies data or information before presenting it
Carefully reviews their written work for any mistakes
- **Communication**
Takes time to walk around and listen to employees
Uses multiple channels to get messages across to people
Is effective at determining the underlying meaning in a communication
- **Customer Focus**
Continually improves processes in order to meet and exceed customer expectations
Actively identifies internal and external customer needs
Tries to improve processes by carefully listening to customers

- **Dependability**

- Maintains “heart” and the courage of their convictions, even when the going is difficult
 - Takes responsibility for their own actions
 - Meets objectives, targets and deadlines

- **Emotional Intelligence**

- Has a good understanding of their personal strengths and weaknesses
 - Uses criticism from others to improve and learn

- Empathizes with people

- Teamwork Ability**

- Builds “bridges” with other teams to maximize cooperation and consistency
 - Invites opinion from people who have different experiences or perspectives
 - Builds effective and balanced teams that are based on capability and potential

- **Technology Application**

- Keeps abreast of new developments in technology-related applications
 - Actively considers current opportunities to introduce additional technical processes
 - Networks widely with people and looks for process-automation opportunities

Disclaimer

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.

Review/Approvals

Date _____