

## **Administrative Assistant/Accounts Payable**

Reports to the Office Administrator and Principle(s).

The person in this position is responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Responsibilities and Duties:

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, reconciling invoices, classifying, computing, posting, and recording accounts payable data.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Audit and process credit card bills.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling, and preparing checks, and resolving purchase order (job number), contract, invoice, or payment discrepancies and documentation.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Reports sales taxes by calculating requirements on paid invoices Ensures credit is received for outstanding memos.
- Maintain Asset reports.
- Pays employees by receiving and verifying expense reports.
- Maintains petty cash by recording entry and verifying documentation.
- Maintains accounting ledger by verifying and posting account transactions.
- Maintain Shop Sheet records by posting in Excel files and filing in the Excavation Equipment files.
- Assist in preparation of year end reports for the external accountant who creates the company's financial statements and year-end tax returns.
- Protects organization's value by keeping information confidential.
- Helping organize and maintaining the office common areas.
- Assisting in other duties upon request.

Work Hours:

- This position is part-time of at least 24 hours a week. The employee may also be requested, with advance notice, to work additional hours from time to time to cover office employees' vacation or sick leave.

Qualifications:

- High School Diploma or equivalent and proven at least 2 years of working experience as an accounts payable clerk.
- Solid understanding of basic accounting principles and regulations.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Hands-on experience in operating Excel spreadsheets and accounting software.
- Proficiency in English and in Word processing programs.
- High degree of accuracy and attention to detail with organizational skills.

- Team player with excellent communication skills, strong work ethic, integrity, loyalty, and initiative in accomplishing tasks on deadline.

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