

LIBERTY LIFT SOLUTIONS

Job Description: Accounts Payable Clerk



Division/Department	Corporate
Location	Houston, TX
Job Title	Accounts Payable Clerk
Reports to	Account Payable Supervisor

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt

POSITION SUMMARY

The Accounts Payable Clerk performs duties primarily related to the accounts payable process including coding, input, reconciliations, processing invoices, printing accounts payable checks, filing check vouchers with supporting documentation, and follows-up on vendor telephone calls. In addition, this position will perform other clerical and accounting functions to be defined as the Department evolves over time including special projects as requested.

RESPONSIBILITIES

- Matches appropriate documentation for processing of invoices to be paid
- Reviews and obtains, when necessary, appropriate and complete documentation and approvals for invoices, expense reports, and other requests for payment
- Ensures a timely payment of accounts payable invoices, including entering invoices into system, the preparation of checks for signature with appropriate support and distribution of checks
- Files all accounting records
- Forwards invoices to appropriate personnel for approvals
- Prints check registers for audits
- Responds to vendor inquiries
- Assists the AP Coordinator and other team members in researching and responding to internal and external questions or problems
- Process incoming and outgoing AP mail
- Performs data entry to support multiple regions
- Email correspondence and follow up persistence
- Some overtime may be required during month end close and year end close
- Other duties as assigned

QUALIFICATIONS

- Associate's degree (A.A.) or equivalent from two-year college or technical school.
- Must have strong understanding of bookkeeping/accounting to input, process, and maintain accounts payable and general ledger accounts.
- Basic Excel Skills
- Familiar with ERP systems
- 2+ years of accounting/ bookkeeping experience is preferred.

COMPETENCIES

- Professional Maturity
- Communication
- Flexibility
- Customer Service
- Collaboration and Partnership
- Attention to Detail
- Teamwork
- Responsibility
- Time Management
- Ability to Work Under Minimal Supervision
- Job/Technical Knowledge
- Problem Solving
- Integrity and Respect
- Accountability

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature