

Accounts Payable Clerk

Job Summary

The Accounts Payable Clerk processes the accounts payable invoices in a timely and effective manner before entering them into the accounting system. They ensure that vendors are paid on-time and correctly, and analyze unpaid invoices for discrepancies.

Job level: Entry Level

Competencies

Attention to Detail (Level 1)

Working in a conscientious, consistent and thorough manner.

Checks own work for accuracy and completeness

- Reviews own work for accuracy and completeness, identifying inconsistencies or discrepancies that indicate problems with the quality of work.
- Identifies main concepts and ideas when completing simple, straightforward tasks.
- Verifies the accuracy of details that are important to others.

Fostering Communication (Level 1)

Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

Listens and clearly presents information

- Listens/pays attention actively and objectively.
- Presents information and facts in a logical manner, using appropriate phrasing and vocabulary.
- Shares information when requested.
- Communicates with others honestly, respectfully, and sensitively.

Planning and Organizing (Level 1)

Reaching goals that are central to organizational success by making and following plans and allocating resources effectively.

Plans and organizes own activities

- Plans own activities according to pre-determined standards or procedures.
- Monitors the quality and timeliness of own work.
- Seeks clarity on priorities as needed.
- Uses the resources at one's immediate disposal responsibly and efficiently.

Information Gathering and Processing (Level 1)

Locating and collecting data from appropriate sources and analyzing it to prepare meaningful and concise reports that summarize the information.

Follows prescribed information gathering procedures

- Identifies relevant facts and issues underlying a particular problem.
- Identifies the information needed to clarify a situation, complete an assignment or make a decision.
- Researches the most useful source of information to meet the requirements of the task.
- Poses direct questions to immediately available people.
- Reads relatively short texts to locate a single piece of information.
- Follows prescribed methods of information collection.

Digital Literacy (Level 2)

Engaging with digital technologies to accomplish goals and solve challenges in the workplace.

Uses digital technologies for well-defined tasks.

- Uses a combination of strategies to find information online.
- Uses digital tools to improve the efficiency in conducting routine tasks, such as managing documents and handling emails.
- Creates digital content in common formats to share information or opinion, abiding by copyright or licensing rules when using digital information/content.
- Selects the appropriate measures for protecting devices and digital assets.
- Conducts basic trouble shooting by utilizing help functions, web searches, or forums.

Vendor Management (Level 1)

Researching and sourcing vendors, negotiating contracts with vendors and developing and maintaining relationships with vendors.

Demonstrates introductory understanding, directing people to the appropriate source for further information.

- Maintains vendor information by keeping it current and secure.
- Identifies major vendors, suppliers and business partners, and their products and services.
- Understands the benefit of partnering with the vendor(s).
- Disseminates data required for reporting obligations.
- Identifies contract milestones, payment schedules and deliverables.

Processing and Recording Financial Transactions (Level 1)

Processing financial transactions to ensure the effective recording and tracking of revenues and expenditures.

Demonstrates introductory understanding, directing people to the appropriate source for further information.

- Explains basic accounting principles and concepts, (e.g. financial statement components and purpose, General Ledger, and GAAP).
- Describes the internal control methodologies, processes and frameworks.
- Conducts basic financial transactions (e.g., processing ledger entries, account receivable).
- Uses standard accounting software and packages.

Cash Management (Level 1)

Applying cash monitoring and budgeting techniques to predict and manage the organization's cash generation and utilization.

Demonstrates introductory understanding, directing people to the appropriate source for further information.

- Describes the basic cash handling procedures.
- Processes payments and receipts using the organization's cash management policies.
- Prepares basic reports on historical cash flow for input into future cash flow planning.
- Articulates the basic cash forecast requirements.

Responsibilities

Accounts Payable / Receivable

- Ensure that all invoices have been approved
- Enter invoices into the accounting system
- Process payments for purchase orders and invoices
- Verify supplier and vendor invoices against agreements
- Prepare vendor invoices for wire and check payments
- Ensure that all invoices are paid in a timely manner
- Process all invoices and check requisitions
- Analyze discrepancies and unpaid invoices
- Ensure that invoices are coded to the correct GL accounts
- Review and reconcile monthly vendor statements

Knowledge Areas

- Accounting Software (Basic)
- Accounting Principles (Basic)
- Enterprise Resource Planning (ERP) Software (Basic)
- Microsoft Dynamics NAV (Basic)
- Microsoft Office Suite (Basic)
- SAP (Basic)