

CURiO
Job Description
Accounts Payable Specialist

Reports to:	AP Manager	Department:	Accounting
Status:	Non-Exempt	Hours:	Full Time
Direct Reports:	None	Approved by:	CFO
Date:	November 7, 2018		

Job Summary:

The Accounts Payable Specialist is responsible for processing all incoming invoices from vendors and administering outgoing checks. Manages all departmental check requests and maintains vendor Certificates of Insurance and 1099 files. Assists AP Manager as requested. All activities must be in compliance with Equal Employment Opportunity laws, OSHA, HIPAA, ERISA and other regulations, as appropriate.

Essential Functions: In addition to working as prescribed in our Performance Factors specific responsibilities of this role include:

- **Process vendor invoices**

Review all vendor invoices for appropriate documentation, approvals, and support and enter into Syteline ERP system.

- Match vendor invoices with packing slips and voucher invoices.
- Monitor, adjust and process discounts.
- Research discrepancies on purchase orders with buyers before vouchering.
- Process check run weekly and online payments as needed.
- Identify personal and departmental shipping, communicating information to Accounts Receivable Clerk for billing, and collect receivables for employee personal charges.
- Reconcile vouchers payable report quarterly searching for duplicates and expensed purchase orders, making adjustments as appropriate.
- Enter and processes payment of American Express statements.
- Audit UPS invoices and contact UPS for credits when necessary.

- **Respond to vendor inquiries**

Manage vendor calls and emails inquiring about shipping, invoicing, payment issues, and communicate deductions taken.

- Maintain vendor files in both Syteline and on-site hard copy.
- Prepare and issue 1099s to required vendors.

- **Track spending charges**

Maintain appropriate records for spending charges

- Provide invoice copies monthly for capital and prepaid spending.
- Process internal check requests.
- Research posted transactions as requested.
- Maintain expense report and check request forms.

Minimum Requirements

- 2 Year Associates degree or equivalent experience

- Ability to communicate effectively (verbally and written)
- Ability to speak, read and write in the English Language
- Ability to understand and accurately apply basic math skills
- Proficient in the use of personal computers, internet and Microsoft Office suite including Word, Excel, and Outlook (or related e-mail system)
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or department needs

Preferred Qualifications:

- 2-3 years of experience in work related area
- Willing participation in continuing education to maintain job skill sets
- Possess the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law

Working Environment/Physical Demands

Working Environment:

- Normal amount of overtime or extended work hours required
- General office environment: Works generally at a desk in a well-lighted, air-conditioned cubicle, with moderate noise levels
- Periods of stress may occur

Physical Demands:

- Normal physical strength to handle routine office materials and tools
- Activities require a significant amount of sitting at office and work desks and in front of a computer monitor
- Some walking and standing relative to interaction with other personnel

Note: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*