



JOB DESCRIPTION

JOB TITLE: Accounts Payable Clerk
DEPARTMENT: D. H. Griffin Wrecking Company, Inc. – Corporate Accounting Department
FLSA STATUS: Nonexempt
REPORTS TO: AP Manager

I. **SUMMARY:** Ensure that accounts payable data is collected and processed in a confidential and timely manner.

II. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Processes invoices from vendors based on reconciliation of invoices and statements.
- Prepares remittance information to be mailed with the checks.
- Communicates with vendors in reference to invoices to ensure accurate payment
- Processes check requests for manual checks.
- Ensure invoices are scanned and sent to the correct approval areas
- Accountability - Ability to accept responsibility and account for his/her actions. Accuracy - Ability to perform work accurately and thoroughly.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

III. **PHYSICAL/MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Ability to communicate effectively (verbally and written), interpret, reason, read, understand verbal instructions, analyze, differentiate, memorize, coordinate, compile, instruct, and maintain emotional control. Ability to speak and hear normal conversations as well as telephone conversations. Able to see and read computer screens, printed and written reports and statements clearly. Able to move around office as required and to operate computer as well as other office equipment. Able to sit for long periods of time at desk.

IV. **WORK ENVIRONMENT:**

Office environment with good working conditions.

V. **EDUCATION:**

Minimum High School Diploma

VI. **EXPERIENCE:**

Two years of accounting experience. Proficient in Microsoft Word & Excel. Job Costing and Timberline experience preferred.