



Creative Bus Sales

Job Description Accounting

Issue Date : 09/20/2012
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Last Revised : n/a

Job Title: Accounts Payable Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Vicki Matijevich	09/20/2012	Controller	09/20/2012	Vicki Matijevich	09/20/2012

Reports To: Controller
Supervisory Status: No

Description:

- Manage the Accounts Payable process from beginning to end. This includes matching and batching PO's, packing slips, and vendor invoices and entering applicable data into the accounting software to ensure accurate and timely payment of vendor invoices.

Duties:

- Matching PO's and packing slips with vendor invoices;
- Entering Merchandise Received and invoices into Systems 2000.
- Getting Vendor invoices approved;
- Coding Vendor invoices (G&A, Sales, Parts, Services expenses);
- Reconcile A/P aging Report to Vendor Statements and submit for payment approval;
- Print check run and submit for signature;
- Maintain filing in vendor files;
- Monthly Sublet and Parts Accrual;
- Maintain Vendor Insurance Certificate files;
- Maintain file with W9 from Vendors (1099);
- Other duties as assigned.

Education/Experience Required:

- Accurate with numbers
- Computer Skills (Microsoft Office)
- Knowledge of accounting Software – ability to learn software
- High School Diploma or Equivalent

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