**JOB DESCRIPTION**

**ACCOUNTS PAYABLE CLERK**

**TITLE:** Accounts Payable Clerk

**OBJECTIVE**

Compiles and maintains verified accounts payable records. Reconciles statements and issues payments to vendors.

**PRIMARY RESPONSIBILITIES**

* Checks all vouchers and obtains appropriate payment approval.
* Prepares accounts payable checks.
* Posts all open items in accounts payable daily.
* Prints all accounts payable reports and maintains all accounts payable files.
* Reconciles statement and the ledger, ensuring that payments are consistent with dealership schedules.
* Reconciles cash schedule.
* Maintains petty cash system.
* Communicates cash requirements for payable dates to the office manager.
* Audits freight bills against freight inquiries.
* Analyzes vendor accounts.
* Provides the title clerk with information on all purchased vehicles for the title list.
* Answers all vendor inquiries.
* Reconciles bank balances daily.
* Reconcile timecards, prepare worksheets for the office manager, and post payroll weekly.
* Posts flat rate flag sheets weekly.
* Assists in monthly closings.
* Prepares analysis of accounts, as required.
* Assists with accounts receivable and special projects, as necessary.
* Maintains a professional appearance and a neat work area.
* Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily To perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* No prior experience or training.
* Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.
* High school diploma or general education degree (GED); one to three months related experience or training; or equivalent combination of education and experience.
* One year certificate from college or technical school; or three to six months related experience or training; or equivalent combination of education and experience.
* Associate degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience or training; or equivalent combination of education and experience.
* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
* Two to four years of related experience or training; or an equivalent combination of education and experience

**VERBAL SKILLS**

* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.

**MATH SKILLS**

* + Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
  + Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of math.

**REASONING ABILITIES**

* + Applying common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
  + Ability to apply common sense understanding to complete written, oral, or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
  + Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATION and LICENSE**

[If applicable.]

**PHYSICAL REQUIREMENTS**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Accounts Payable Clerk **Department:  
Reports To:  
FLSA Status:  
Prepared By:  
Prepared Date:  
Approved By:  
Approved Date:  
Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_