



## JOB DESCRIPTION

**Position:** Accounts Payable Clerk  
**Department:** Accounting

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### **Position Purpose:**

Performs under the direction of the Controller; responsible for timely and accurate processing of Accounts Payable; responsible for processing cash receipts; assists with billing process; purchases and maintains an inventory of office supplies, envelopes, letterhead, copier paper, and other related supplies.

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### **Principal Responsibilities:**

- Responsible for the Accounts Payable system, including verification of vendor invoices, coding invoices with necessary accounting and AP codes, processing invoices and packing slips through the Accounts Payable system, and issuing payments to vendors. Responsible for making quarterly A/P payments.
  - Responsible for daily processing of customer cash receipts.
  - Responsible for monthly NECA reporting.
  - Assists with monthly billing process and reports; prepares final notices.
  - Assists with miscellaneous accounting duties as directed by the Controller.
  - Performs other duties as required.
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### **Personnel Specifications:**

#### Experience:

- At a minimum, an Associate of Arts degree is required.
- One to three years of accounts payable experience and experience with accounts payable software is preferred.

#### Job Knowledge:

- Must display proficiency with personal computers, electronic spreadsheets, word processing, and Microsoft Office, specifically Outlook, Excel, and Word.
- Knowledge of basic accounting principles and practices.
- Ability to learn a working knowledge of the chart of accounts.
- Knowledge of company policies and procedures.
- Knowledge of general office procedures.

#### Related Skills:

- Excellent time management and organizational skills.
- Ability to learn new software and other skills and adapt to changing work experiences.
- Ability to pay close attention to detail and accuracy.
- Ability to meet deadlines.
- Skill in oral and written communication.

- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner.
- This individual has access to many highly confidential company records and must maintain the highest confidence in such matters.

**Physical Job Requirements:**

- Must be able to use a personal computer and associated software. Some travel may be required for training and meetings.

**Working Conditions:**

*This factor measures the surroundings or physical conditions under which a job must be done, including exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness etc.*

- Good working conditions.
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**Position Relationships:**

**Internal:**

- Reports to Controller.
- Works with other CLtel team members to achieve corporate and individual goals.

**External:**

- Works with vendors, customers, and agencies as needed.

*\* All CLtel job descriptions are to be used as general guidelines for each job and are subject to periodic review and change as warranted.\**

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