



More than a number.™

Accounts Payable/Accounting Support

PURPOSE

This position is responsible for paying all vendors timely, maintain accounts payable files and all supporting documentation for future reference, and issuing customer refunds, detasseling payments and expense reimbursements in an efficient manner. Other responsibilities of this position include various accounting duties and reporting and providing back up and support for Customer Support.

DIMENSION/FUNCTION

This position reports directly to the Accounting Manager, and will have no supervisory responsibility and no budgetary responsibilities. This position requires work to be accomplished with minimal supervision and confidentiality to the company. This position requires the ability to react to change productively and to handle other tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note that list is not all inclusive and may be expanded to include other responsibilities.

- Review and verify invoices and check requests and ensure timely payments of all invoices.
- Prepare check runs and process expense reports weekly.
- Route invoices to supervisors for approval.
- Enter invoices in computer system.
- Electronic filing of invoices and computer reports weekly.
- Organize checks for supervisor to view and sign.
- Reconcile the accounts payable and general ledger monthly to ensure that all payments are accounted for and properly posted.
- Maintain withholding tax records.
- Organize information and licensing of leased vehicles and calculate personal mileage annually for all drivers.
- Refund customers on a timely basis.
- Complete information needed for year-end audit.
- Maintain files for maintenance contracts.
- Assist Customer Support team with phone calls and paperwork processing when needed.
- Prepare 1099 reporting annually.
- Provide backup for the switchboard.
- Work with field operators to verify detasseling contractors are properly insured and have good driving records.
- Issue advanced and final settlement checks for detasseling contractors.
- Assist with other projects as needed.

QUALIFICATIONS

- 5 + years accounts payable or general accounting experience or a college degree
- Knowledge of general accounting procedures.
- Proficient in Excel

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Exceptional verbal and written communication skills.
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution and multi-tasking skills
- High level of attention to detail and strong organizational skills.
- Professionally and tactfully interact with all levels of employees, vendors and the public.
- Understanding of Accounts Payable and general business practices and procedures.
- Ability to perform tasks and achieve results with a high degree of accuracy and efficiency.
- Work under minimal supervision.
- Exhibit superior ethical and professional standards with all business contacts and co-workers.
- Maintain security and confidentiality of information, demonstrating discretion and professionalism.

PHYSICAL REQUIREMENTS:

Type of Activity	Description of activity or where activity is performed	Frequency
Sitting	At desk	Frequently
Talking/Hearing	Voice communication with customer & co-workers	Daily
Typing/Writing	Type & enter data into computer, complete paper work and forms, take notes, send electronic mail	Daily

WORK ENVIRONMENT

This is primarily an office position, but may occasionally assist with other projects throughout the organization.