

Accounts Payable Clerk

Reports to: Accounting Manager

Department:

Accounting

Division: Everts Air Cargo

Station:

FAI

Job Summary:

Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals, ledgers or computers. Make decisions regarding vendor accounts and/or coordinate with the Accounting Manager to reach appropriate decision for vendors.

Essential Functions:

1. Reconcile or note and report discrepancies found in records.
2. Code and post documents according to company procedures.
3. Match order forms and packing slips with invoices, and record the necessary information.
4. Access computerized financial information to answer general questions as well as those related to specific accounts.
5. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
6. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
7. Monitor status of loans and accounts to ensure that payments are up to date.
8. Compile financial reports and tables pertaining to such matters as expenditures and accounts payable.
9. Calculate and prepare checks for utilities, taxes and other payments.
10. Comply with federal, state, and company policies, procedures and regulations.
11. Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
12. Perform general office duties such as filing, answering telephones, and handling routine correspondence.
13. Update fuel price changes and provide reports monthly.
14. Responsible for maintaining balance and distribution of petty cash.
15. Research and prepare Forms 1099 for end of year processing.
16. Compile copies of all invoices coded to asset accounts for Controller, Accounting Manager and Accountants.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires the knowledge of arithmetic, algebra and mathematic applications as they pertain to accounting.
2. Ability to maintain confidentiality in all aspects of supervisory and financial functions.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
4. Ability to maintain confidentiality in all aspects of financial functions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____