



Accounts Payable Analyst Job Description

Position Title: Accounts Payable Analyst
Reports To: VP of Finance

Job Summary:

Responsible for accurate and timely payment of all invoices, maintaining accurate records, ensuring the integrity of the payables system and management of cash on a daily basis. Responsibilities must be conducted within company policies, as well as general accounting principles, practices and procedures.

Duties and Responsibilities:

- Process invoices for payment, including ensuring proper documentation and approvals are received.
- Monitor invoices and identify any unauthorized pricing changes.
- Communicate any major material pricing changes with affected departments/managers.
- Review invoices and identify proper account coding.
- Review, validate and identify proper job and account coding for freight invoices.
- Enter invoices into Accounting system.
- Review vendor statements.
- Communicate with vendors to ensure accurate information and to prevent any order processing holds.
- Add, update and maintain vendor records.
- Monitor, update and maintain vendor certificates of insurance.
- Monitor, reconcile and ensure accuracy of AP Aging Report.
- File and maintain organized vendor invoice files.
- Administer, monitor and reconcile company credit card accounts.
- Identify key vendors to be included in weekly check run.
- Review, identify and record invoices for sales tax requirements.
- Maintain and submit monthly sales tax reports.
- Communicate sales tax requirements with vendors.
- Maintain accruals for accounts payable.
- Provide monthly accrual and AP general ledger account reconciliations.
- Communicate with other managers/departments information necessary for accurate and timely invoice processing.
- Be available for vendor questions or concerns.

- Oversee and/or assist with audits conducted by outside parties as it relates to accounts payable (ex. sales tax, annual review, etc.).

Skills, Knowledge and Abilities Required:

- Be proficient with MS office products (Word, Excel, Access, Outlook, Power Point).
- Experience with MAS90 preferred but not required.
- Excellent communication skills (verbal and written).
- Strong interpersonal, supervisory and organization skills.
- Ability to multi-task, work under pressure and meet deadlines required.
- Excellent analytical skills.
- Problem solving and investigation skills.
- Be a team player.

Educational Requirements:

- High School Diploma
- 2-year Associates in Accounting preferred
- 1-3 years prior experience specifically in accounts payable