

1.0 SUMMARY

The Accounts Payable Clerk (A/P Clerk) is to process the accounts payables at Fond du Lac Bumper Exchange, Inc. (FdLBEX).

2.0 REPORTING RELATIONSHIPS

2.1 The Accounts Payable Clerk reports to the Office Manager.

2.2 No one reports to the Accounts Payable Clerk.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	High school graduate.	Two year associate degree in Accounting; however, some formal training in accounting and extensive office and/or financial experience may be substitute.
3.2. <u>Experience</u>	Experience in posting vendor invoices, reconciling vendor statements, processing checks and payments, and filing.	Three-years experience in general accounting.
3.3. <u>Skills, Knowledge and Abilities</u>	Basic accounting and bookkeeping skills. Ability to provide accurate reports and data in a timely manner. Complete knowledge of office machines, computer accounting systems and procedures. Prefer experience in word processing and spreadsheet programs. Ability to work with people, negotiate, analyze problems and develop plans to solve those problems.	
3.4. <u>Physical</u>	Body position: Includes standing and sitting for long periods. Body Movements: walking and use of hands and arms to operate office equipment. Must be able to lift and/or carry 25 pounds. Body senses: Usage of all body senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and	

comprehend individuals in one-on-one conversations.

- 3.5. Mental Requires mathematical and analytical skills in processing cash, checks, and credit cards for accounts Payables and procedures in general use. Ability to effectively communicate ideas to all levels of management.

Must be able to read, write and speak English fluently. Must be able to work under time pressures.

- 3.6. Management Skills Ability to effectively prioritize, plan, organize, and control work flow.

4.0 WORKING CONDITIONS

The A/R clerk will work in the office, which is a temperature-controlled environment with moderate noise. Occasionally outside time will be spent in the shop or warehouse areas where conditions can be humid, hot, cold, noisy, dirty, dusty, hazardous, and/or greasy, etc.

5.0 RESPONSIBILITIES

The A/R Clerk is responsible for:

- 5.1 Entering and posting payables, matching vendor statements, sorting vendor invoices in order to have accurate and up to date information on payables.

Measurements: Number of delays and errors in reports submitted.

- 5.2 Processing vendor returns in order to have up to date payables. Reconciling differences in vendor credits to the returns processed by purchasing.

Measurements: Number of delays and accuracy in processing returns.

- 5.3 Processing vendor invoices to facilitate the printing of checks in a timely manner to avoid late charges or early payments.

Measurements: Accounts payable reports and missing vendor discounts.

- 5.4 Taking orders from customers assuring the orders are accurately recorded and the customers are provided accurate information on pricing and delivery dates.

Measurements: Accuracy in processing customer orders.

- 5.5 Looking up parts in order to provide customers with accurate information on availability and pricing.
- Measurements: Number of complaints from customers.
- 5.6 Daily processing of customer returns in order to have an updated inventory records and to timely processing of customer credits.
- Measurements: Accuracy in processing returns.
- 5.7 Releasing backorders in order to get customers their product in a timely manner.
- Measurements: Accuracy in processing and releasing backorders.
- 5.8 Printing driver backorder reports and distributing to the drivers on a timely basis.
- Measurements: Timeliness in processing reports.
- 5.9 Maintaining files in an organized and neat format, keeping accurate A/P files and administrative files.
- Measurements: Accuracy in file system.
- 5.10 Processing credit card receipts for drivers in an accurate and timely manner.
- Measurements: Accuracy in processing receipts.
- 5.11 Sorting and distributing the mail in an accurate and timely fashion.
- Measurements: Number of complaints about mail distribution.
- 5.12 Processing recounts in order to have an updated/accurate inventory.
- Measurements: Accuracy in recounts.
- 5.13 Making core adjustments in order to have an updated/accurate inventory.
- Measurements: Accuracy in adjustments.
- 5.14 Performing general responsibilities of FdLBEX employees as assigned by the Company's policies and procedures and other responsibilities as assigned by the Office Manager or President.

6.0 AUTHORITY

The A/P Clerk has the authority to:

- 6.1 Require full information about safety norms, standards, and regulations.
- 6.2 Ask and make suggestions about the possibility of job related training inside or outside FdlBEX.
- 6.3 Plan his/her workday for the scheduled workload.
- 6.4 Require accurate, timely, and clear preparation of all documents by purchasing department; inform supervisors about all cases of the opposite.
- 6.5 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdlBEX policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

See Task and Duty List attached.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Accounts Payable Clerk

Date

Office Manager

Date