

## ACCOUNTS PAYABLE/PAYROLL ASSISTANT

### Primary Job Function

- Completes payments by receiving, processing, verifying, and reconciling invoices.
- Pays employees by calculating pay and deductions
- Other duties as assigned

### Essential Job Functions

#### Accounts Payable

- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Maintains historical records by filing documents.
- Protects organization's value by keeping information confidential
- Accomplishes accounting and organization mission by completing related results as needed.

#### Payroll

- Maintains payroll information by collecting, calculating, and entering data.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

### Job Knowledge

- **Customer and Personal Service** – Knowledge of principles and processes for providing quality customer and a personal services.
- **Clerical** – Knowledge of clerical procedures and systems such as computer skills, managing files. The ability to create quality letters and miscellaneous forms.
- **Computer and Electronics** – computer, adding machine, fax, copy machine.

### Job Skills

- **Detail Orientation** – Needs to be able to pay attention to detail while working in a fast paced environment.
- **Multi-tasking** – Needs to be able to stop and start projects in order to do other work without issues or mistakes.
- **Computer** – Advanced knowledge of key boarding, Word, Excel, Office and 10 key adding.
- **Strong numerical ability** – Accounting experience required.