

Department: Administration **FLSA Status:** Non-Exempt

Reports to: Director of Finance **Date:** 7/28/22

POSITION SUMMARY:

Responsible for compiling and maintaining Corporate accounts payable for multiple locations.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Managing accounts payable using accounting software and other programs
- Handling accounts payable for separate entities and vendors
- Analyzing workflow processes
- Establishing and maintain relationships with new and existing vendors
- Ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures
- Processing due invoices for payments
- Comparing purchase orders, prices, terms of payment and other charges
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Maintain regular contact with sawmill staff and location managers to ensure AP are properly maintained
- Cross train on Accounts Receivable function.
- Other general accounting duties as assigned

QUALIFICATIONS/EDUCATION/SKILLS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

1. Minimum Qualification: Two to three years of related experience and/or training; or equivalent combination of education and experience
2. Desired Qualification: Associates degree in a related field or 4-5 years of equivalent experience
3. Background in accounts payable and accounts receivable processes preferred
4. High attention to detail and accuracy
5. Knowledge and experience of accounting and finance principles
6. Advanced computer skills on MS Office, accounting software and databases
7. Excellent communication and customer service skills. Logical, clear and concise written and verbal communication skills
8. Ability to react quickly to a fast paced, changing environment
9. Highly motivated self-starter with the ability to work with sense of urgency, accuracy, teamwork and cooperation
10. Ability to gather data, compile information and prepare reports
11. Must be able to handle multiple projects and prioritized tasks simultaneously in an organized and timely manner
12. Ability to maintain professionalism under stressful situations