

United Suppliers, Inc.
Job Description

Job Title:	Accounts Payable Clerk	Department:	Corporate Accounting, Eldora IA
Reports To:	Accounting Manager	FLSA Status:	Non-exempt
Approved By:	Accounting Manager	Date:	January 9, 2012

Summary - Assists with all aspects of payables in the Corporate Accounting Department.

Essential Duties and Responsibilities include the following.

- Performs accounts payable data entry.
- Processes a portion of accounts payable checks on days they are written.
- Files accounts payable checks.
- Makes new accounts payable files when needed.
- Balances invoicing and prepares them for mailing.
- Functions as a backup to the telephone switchboard operator to answer incoming calls.
- Assists Chemical division by matching supplier invoicing & receiving reports; completes purchase order entry and codes payables.
- Does morning run to the Post Office and delivers mail to other corporate buildings on the worksite.
- Responsible for outgoing company mail by operating and feeding envelopes through the postage machine to weigh and determine required postage, and then deliver outgoing mail to the local Post Office.
- Other duties that may be assigned.

Competencies - *To perform the job successfully, an individual should demonstrate the following competencies:*

Professionalism - Follows policies and procedures; Keeps commitments; Supports organization's goals and values; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions; Inspires the trust of others; Works with integrity, honesty and ethically; Observes safety and security procedures.

Technical Skills - Identifies and resolves problems in a timely manner; Exhibits sound and accurate judgment; Completes work correctly and in a timely manner; Demonstrates accuracy and thoroughness; Uses reason even when dealing with emotional topics; Strives to continuously build knowledge and skills.

Interpersonal Skills - Prioritizes and plans work activities; Uses time efficiently; Maintains confidentiality; Monitors own work to ensure quality; Balances team and individual responsibilities; Keeps emotions under control; Remains open to others' ideas; Speaks clearly in positive or negative situations; Listens and gets clarification; Able to read and interpret written information.

Adaptability/Dependability - Is consistently at work and on time; Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.

Qualifications - *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience – High School diploma or GED; two years accounting and related computer experience; or equivalent combination of education and experience.

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos.

Mathematical Skills - Ability to add, subtract, multiply, and divide.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Computer Skills - To perform this job successfully, an individual should have basic knowledge of Microsoft Excel Spreadsheet software, data entry systems, and Email programs.

Other Skills and Abilities - Key punch with accuracy and efficiency; Multi-line telephone skills; Pleasant voice; courteous and polite manner; Operating postage machine and equipment.

Physical Demands - *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this Job, the employee is regularly required to sit; use hands and finger to handle or feel, or talk or hear. The employee is occasionally required to stand to file; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment - *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Normal office environment; The noise level in the office environment is usually quiet. The noise level in the mail room is usually moderate to loud.

After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, United Suppliers, Inc. reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company’s goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee.

Employee Name (please print)

Supervisor’s Name (please print)

Employee’s signature

Date

Supervisor’s signature

Date