



Job Description

Position Title: Accounts Payable / Data Entry Specialist

Reports to: Controller

Job Status: Non-Exempt

Position summary:

Assist Senior Management and Accounting Staff with various projects entering data from paper and electronic forms into online data bases and compiling and manipulating reports.

Essential Functions:

- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Enter bills in ERP system
- Resolve variances between bills and purchase orders by verifying data and communicating with managers, coordinators, and vendors as appropriate.
- Review vendor statements and resolve discrepancies in records.
- Maintain AP files and vendor and sub-contractor records.
- Monitor sub-contractor insurance compliance and follow up on expired coverages.
- Process manual and electronic bill payments
- Update pricing in ordering system and manually key purchase orders in ERP system.
- Assist and support accounting personnel.
- Inform management and compile reports/summaries on activity areas.

Physical Demands:

| Action | Rarely | Occasionally | Frequently |
|-------------------------------------|--------|--------------|------------|
| Stand | | x | |
| Walk | | x | |
| Sit | | | x |
| Use hands to finger, handle or feel | | | x |
| Reach with hands and arms | | x | |
| Climb or balance | x | | |
| Stoop, kneel, crouch or crawl | x | | |
| Talk or hear | | | x |
| Taste or smell | x | | |
| Lift up to 10 pounds | | x | |
| Lift up to 25 pounds | x | | |
| Lift up to 50 pounds | x | | |

While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.

Employee: _____ Date: _____

Supervisor: _____ Date: _____