



RIEDMAN

TITLE: Accounts Payable Clerk
REPORTS TO: Accounts Payable Supervisor
JOB STATUS: Full Time, Non-Exempt (Hourly)
SALARY GRADE: 2
SALARY RANGE: \$16.56-\$24.84

POSITION SUMMARY

Performs accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions. This position works collaboratively with the accounting department to ensure timely payments.

ESSENTIAL FUNCTIONS

- Performs high volume data entry accurately of primarily paperless invoices on multiple entities.
- Identifies and resolves invoice balances and payment discrepancies.
- Processes weekly paper check runs in a timely manner.
- Ensures that invoices for processing contain the correct general ledger codes and property before processing for payment.
- Updates and maintains vendor information (new information, change of address, etc.), including ACH payment documentation.
- Assists with collection of documentation for new and/or current vendors including form W-9s and certificates of insurance and reviewing these documents for accuracy.
- Assists with year-end 1099 processing.

OTHER RESPONSIBILITIES

- Assists the Accounting Department in any additional projects or assignments as necessary.
- Assists in gathering subcontractors' insurance certificates for workman's compensation audits for various entities.
- Various other duties as assigned by the Accounting Manager.

KNOWLEDGE AND EXPERIENCE

- Associates degree in accounting or related field of study preferred.
- Minimum 1-3 years of related work experience or a combination of education and experience.
- Must be familiar with the operation and use of standard office computers and bookkeeping programs. Experience with AppFolio preferred.
- Working knowledge of Microsoft Word and Excel.

SKILLS AND ABILITIES

- Strong organizational and analytical skills with attention to detail are required.
- Ability to multi-task and work within established deadlines with accuracy.
- Demonstrates concepts of Riedman Core Values and work as a team member.
- Ability to follow up with requests.
- Maintain confidentiality at all times.

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 talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds.

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.

The work environment is a standard office environment with low to moderate level of noise.