

COMPANY: ThermFlo, Inc. and Zonatherm Products, Inc.
POSITION TITLE: Lead Accounts Payable Specialist
LABOR CATEGORY: Non-Exempt
REPORTS TO: Accounting Manager
APPROVED BY: CFO
DATE: 05/09/2022

JOB SUMMARY

The Lead Accounts Payable Specialist oversees Accounts Payable (AP) functions including processing of vendor invoices and vendor bill credits for goods and services on a timely basis (month-end and year-end close). They oversee accurate processing of AP ledger accounts. They also aid with the hiring process and train new colleagues while assisting in other accounting functions as needed.

ESSENTIAL RESPONSIBILITIES

- Creates, maintains, and enforces AP policies and procedures. Ensures external/internal controls are adhered to.
- Prepares, records, verifies, analyzes, and reports on AP transactions, ensuring accurate posting and impact on general ledgers.
- Oversees timely and accurate creation and approval of vendor invoices and vendor bill credits, where applicable.
- Ensures vendor payments and vendor bill credits are posted on a timely basis. Prioritizes vendor prepayment discounts. Reviews vendor payment ledgers for accuracy and completeness.
- Manages bank related vendor payable programs, including processing positive pay and payment uploads, providing supporting payment documentation, and reviewing positive pay exceptions.
- Tracks and maintains metrics for a variety of AP data, including identifying trends to aid in cash flow forecasting and improve productivity.
- Maintains and reconciles AP ledger accounts, financial statements, and reports.
- Oversees potential problem and delinquent accounts, and initiates follow-up correspondence.
- Handles past due accounts escalated from AP colleagues.
- Produces reports of accounts in arrears, analyzes past due amounts, and prepares reconciliations of vendor invoices and vendor bill credits to detect unusual or fraudulent activity.
- Reviews, maintains, and monitors requests for credit sources, credit files, and vendor credit applications. Obtains required information from credit organizations, banks, and loan associations.
- Responsible for timely and successful month-end and year-end AP close functions.
- Supports company and department driven goals and initiatives through continuous process improvement.
- Assists Project Managers and other colleagues with miscellaneous paperwork and reporting, including providing ad hoc vendor account status reports and AP aging reports.

SECONDARY RESPONSIBILITIES

- Performs other office administrative duties and supports the receptionist as needed.
- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties, as assigned.

ESSENTIAL QUALIFICATIONS/REQUIREMENTS:

- **Education and/or Experience:** Associates degree in accounting or bachelor's degree with minimum of 18 credit hours in accounting/emphasis in accounting. Minimum 3 years of related work experience or equivalent combination of education and experience.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, decimals, ratios, and ability to interpret graphs and charts.
- **Reasoning Ability:** Demonstrates the use of problem-solving using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Computer Skills:** Ability to use Microsoft Office Suite (Word, Excel, Outlook). Experience in accounting software with ability to learn new system. Minimum typing speed of 45 words per minute.
- **Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, stand, walk; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Work Environment:** This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

- **Supervisory Responsibility:** This position currently has no supervisory responsibilities.
- **Travel Requirements:** No travel is expected for this position.
- **Position Type and Expected Hours of Work:** This is a full-time position, and typical work hours and days are Monday through Friday, 8:00 A.M. to 5:00 P.M. with one (1) hour unpaid lunch.
- **Other Qualifications:** Excellent attention to detail. Ability to complete quality work with little direction or supervision. Must be able to work with and maintain confidential information.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.