

COMPANY: ThermFlo, Inc.
POSITION TITLE: Accounts Payable Specialist II
LABOR CATEGORY: Non-Exempt
REPORTS TO: Accounting Manager
APPROVED BY: Chief Financial Officer
DATE: 09/29/2023

JOB SUMMARY

The Accounts Payable Specialist II helps control expenses by processing vendor bills and bill credits in a timely, accurate, and complete manner. They strictly adhere to payment terms set forth in vendor agreements with the goal of maximizing cost savings and deductions/discounts. They assist in maintaining the AP Ledger by leveraging effective processes to ensure accurate postings through verification and reconciliation of payables transactions and collaborating with internal and external team members. They also assist in the onboarding and training of new colleagues.

ESSENTIAL RESPONSIBILITIES

- Receives, processes, verifies, and posts vendor bills and bill credits to the correct general ledger account and cost centers in NetSuite in a timely fashion.
- Assists in the vendor bill payment process by monitoring and actively pursuing discount opportunities and tracks manufacturer ship dates for prepayment to ensure discounts are taken.
- Receives, processes, and verifies employee expense reimbursement requests for appropriate documentation, adherence to policies, and approval in preparation for reimbursement.
- Assists in resolving purchase order, pricing, bill, or payment discrepancies and documentation.
- Supports vendor bill workflows for efficient and accurate vendor bill and bill credit entry within contractual payment terms including prepayment discount terms.
- Supports Accounts Payable Lead in generating vendor payment schedule, ensuring timely payment remittance with all available discounts, and performs respective filing.
- Reconciles incoming vendor statements, resolves account issues, communicates with vendors regarding payment status, and answers vendor inquiries.
- Assists in maintaining, analyzing, and reconciling accounts payable ledger accounts.
- Maintains accounting ledgers by verifying and posting account transactions.
- Matches company credit card transactions to receipts, obtains proper receipt and documentation, and posts to correct general ledger account and cost center.
- Works with colleagues to effectively update processes to improve efficiency and accuracy within the department.
- Assists in maintaining, analyzing, and reconciling accounts payable ledger accounts.
- May assist Project Managers and other colleagues with miscellaneous paperwork and reporting.
- Performs other office administrative duties including but not limited to assisting with ordering office supplies and other supplies/services and providing regular relief/coverage for Receptionist; approximately 1 hour/week, and as needed.

SECONDARY RESPONSIBILITIES

- 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 and special projects as assigned.

ESSENTIAL QUALIFICATIONS/REQUIREMENTS:

- **Education and/or Experience:** Associate's Degree in Accounting with 2+ 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:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply critical thinking skills to analyze and resolve common issues.
- **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. Specific vision abilities required by this job include close vision and the ability to adjust focus. This would require the ability to occasionally lift files, open filing cabinets, and bend or stand on a stool, as necessary. The employee must occasionally lift and/or move up to 10 pounds.
- **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.