Job Description

Job Title – Accounts Payable Analyst

Reports to: Tax Manager

Job Summary: The Accounts Payable position is responsible for assisting with financial operations as it relates to payable invoices and commission checks.

Essential Functions:
- Reconciling invoices to purchase orders
- Review, prepare and enter accounts payable data into the accounting system
- Calculate and prepare vendor commission checks
- Process employee credit card statements and expense reports
- Ensure invoices and related spending are according to company policies and procedures
- File and maintain paid accounts payable invoices
- Assist with sales tax filing
- Other duties as assigned

Knowledge, Skills & Abilities:
- 2+ years of relevant work experience within an Accounts Payable position
- QuickBooks experience is preferred
- Adept at using Microsoft Office software programs and learning new programs
- Outstanding organizational and time management skills with a strong attention to detail
- Ability to meet deadlines and effectively handle multiple projects simultaneously
- Able to work both independently and as a team
- Excellent written and verbal skills

Education: Bachelor’s Degree is preferred; Associates Degree will be considered with appropriate experience. Accounting or Finance majors are preferred.

Certification/License: None

Other Duties: 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 notice.

Physical Demands/Working Conditions:
This is primarily a primarily sedentary position where one must be able to remain in a stationary position for 50% or more of the time. This position will require eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment. This work is performed in a high volume office environment and involves frequent contact with staff and the public.

Old Hickory Buildings, LLC
Updated: 06/2017
Acknowledgements
My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Employee ___________________________ Date ____________

This job description has been approved by all levels of management:

Direct Manager: _______________________ Date ____________

Human Resources: ______________________ Date ____________

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