JOB DESCRIPTION

JOB TITLE:	Accounts Payable Administrator	**EFFECTIVE DATE:**	03/29/2016
REPORTS TO:	Office Manager	**REVISION #**	0
FLSA STATUS:	Non-Exempt	**PAGE #**	1 of 3

JOB SUMMARY: The Accounts Payable Administrator is accountable for all duties related to accounts payable to ensure effective payable functions of the company including coordination with the Accounts Payable Assistant.

Key accountabilities in order of priority and with ideal time allocations are:

1. Complete daily vouchering to ensure reporting and projections are current and accurate. (35%)
2. Complete monthly closing by 4th business day of following month (15%)
3. Ensure that check runs are completed by established deadlines to allow sufficient time for final review and approval. (15%)
4. Manage and monitor credit card accounts (Amex/Visa) to make sure purchases are recorded and credit line is available for use. (10%)
5. Ensure that all required Government Licenses, Certifications are current to ensure all government requirements are maintained (5%)

Note: Twenty percent of time is reserved for ancillary responsibilities, interruptions and unplanned activities.

ESSENTIAL JOB FUNCTIONS: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

Operational Responsibilities

1. Complete daily entering / vouchering of all invoices into Computerease and ensure entries do not exceed P.O. amounts.
2. Complete daily follow up on all returns/credits to ensure they are received.
3. Provide payroll department and employees copies of receipts for employee deductions (ie: tool purchases/replacements)
4. Complete check runs on the 9th and 24th of each month and as required on Friday's and ensure the President receives check approval requests one day prior to each check run.
5. Administer Company credit cards including the issuance, cancellations and monitoring of cardholder balances and effective utilization of company credit card for vendor payments when available and appropriate.
6. Administer and oversee company vehicle records for purchases, maintenance, insurance and registrations.
7. Oversee compliance requirements for company gas tank including securing annual Ohio/EPA/SERC certificates, inspections annual and issuance of all required reports to agencies.
8. Ensure that at all times that at least 2 employees are always qualified to maintain tank safety on premises (Ensures Emergency Plan is in place).
9. Maintain and submit recycling and waste reports to Miami County/EPA.
10. Maintain current certification from Ohio Department of Collision for all three Hemm's locations
11. Issue and match gift certificates when redeemed
12. Monitor, issue and record recurring donations and subscriptions.
13. Obtain lien waivers from vendors as necessary and provide them to Accounts Receivable so they can be submitted to General Contractors/Owners.

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14. Complete NOF records by scanning and attaching to job file, while also checking the vendor maintenance and upon completion return to PMA/PM for their job file.
15. The following duties should be completed at Year End:
    - Rotate mileage and daily veeder-root counter readings (gas tank)
    - Update donations list and organize donation file accordingly
    - Update dues and subscriptions list and file accordingly
    - Rotate lateral file to include all Amex and Visa paids
    - Coordinate and oversee A/P file rotation with A/P Assistant

PERFORMANCE FACTORS: The performance factors described here are core abilities that translate into desired on-the-job behaviors which contribute to the employee successfully achieving the performance objectives of this job and carrying out the assigned responsibilities.

1. **Customer Focus:** Consistently places a high value on customers and all issues related to customer; objectively listens to, understands and represents customer feedback; anticipates customer needs and develops appropriate solutions; meets all promises and commitments made to customers.
2. **Decision Making:** Demonstrates an ability to make difficult decisions in a timely manner; gathers relevant input and develops a rationale for making decisions; evaluates the impact or consequences of decisions before making them; acts decisively despite obstacles, resistance or opposition; accepts consequences of decisions; willing to correct erroneous decisions when necessary; defends rationale for decisions when necessary.
3. **Personal Accountability:** Accepts personal responsibility for the consequences of personal actions; avoids placing unnecessary blame on others; maintains personal commitment to objectives regardless of the success or failure of personal decisions; applies personal lessons learned from past failures to moving forward in achieving future successes.
4. **Planning and Organizing:** Works effectively within established time frames and priorities; utilizes logical, practical and efficient approaches; prioritizes tasks for optimum productivity; develops procedures, processes and systems for order, accuracy, efficiency and productivity; anticipates probable effects, outcomes and risks; develops contingency plans to minimize waste, error and risk; allocates, adjusts and manages resources according to priorities; monitors implementation of plans and makes adjustments as needed.
5. **Problem Solving Ability**: Utilizes logic and systematic processes to analyze and solve problems; defines the causes, effects, impact and scope of problems; identifies the multiple components of problems and their relationships; prioritizes steps to solution; develops criteria for optimum solutions; evaluates the potential impact of possible solutions and selects the best one.
6. **Results Orientation:** Maintains focus on goals; identifies and acts on removing potential obstacles to successful goal attainment; implements thorough and effective plans and applies appropriate resources to produce desired results; follows through on all commitments to achieve results.
7. **Teamwork**: Respects team members and their individual perspectives; makes team mission and objectives a priority; works toward consensus when team decisions are required; meets agreed-upon deadlines on team assignments and commitments; shares responsibility with team members for successes and failures; keeps team members informed regarding projects; supports team decisions; recognizes and appreciates the contribution of team members; behaves in a manner consistent with team values and mission; provides constructive feedback to team and its members; responds positively to feedback from team members; raises and/or confronts issues limiting team effectiveness.

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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.

The physical demands of this position require the ability to communicate orally and in writing, hear at a conversation level, distinguish between basic colors and shades, use vision for depth perception and operate a motor vehicle.

While performing the duties of this job, the employee will continuously (67-100% time on job) use fingers for typing. Frequently (34-66% time on job), the employee will sit, climb stairs and have wrists in prolonged position of flexion or extension. Occasionally (6-33% of time on job), the employee will be required to stand, walk, use gripping pressure, carry and lift up to 10 pounds and twist or bend wrists. The employee will infrequently (2-5% time on job) be required to lift 10-35 pounds. The employee will rarely (1% time on job or less) be required to stoop, kneel, reach or pull up to 20 pounds for 50 feet.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee will continuously (67-100% time on job) work indoors and in a confined space, such as an office. The employee will frequently (34-66% time on job) work alone. The employee will occasionally (6-33% time on job) be required to work outdoors. The employee will infrequently (2-5% time on job) be required to travel by car and have a maximum of 2 night stays. The employee will rarely (1% time on job or less) be required to work in temperatures below 55° F, in heat above 90°F, work around moving vehicles.
The employee will rarely (1% time on job) be required to wear eye protection or a hard hat.

MINIMUM QUALIFICATIONS

1. **Experience:** 4-5 years of prior Accounts Payable experience
2. **Reasoning and Development:** Apply business management principles to define problems, collect data, establish facts, and draw valid conclusions. Deal with several abstract and concrete variables.
3. **Mathematical Development:** Perform basic arithmetic operations computing ratios, rates and percentages. Draw and interpret bar graphs.
4. **Language Development:** Ability to read technical journals, financial reports, legal documents, workplace rules and procedures; prepare business letters, summaries, and reports, using a prescribed format and conforming to all rules of punctuation, grammar, diction and style; speak with poise and confidence, using correct English.
5. **Licensures and Certifications:**
6. **Education:** High School Diploma / G.E.D. required