



Accounts Payable Processor Job Description

Summary:

The Accounts Payable Processor is responsible for paying the company's bills on time, verifying the accuracy and GL coding of those bills and maintaining accurate records.

Essential Duties:

- Match purchase order, receiver and invoice, and verify accuracy of all
- Process vendor invoices and schedule for payment
- Process miscellaneous invoices and check requests
- Process and pay expense reports
- Review purchase orders for accurate general ledger coding
- Review Received Goods Not Invoiced report for accurate accruals
- Reconcile credit card Received Goods not invoiced reports
- Analyze monthly utilities and report significant fluctuations
- Perform check runs
- Prepare and enter journal entries in M2M system as required
- File and maintain vendor records
- Process and record petty cash transactions
- Review and close job orders
- Special projects
- Regular, reliable and predictable attendance
- Other related duties as required

Job Specifications:

- At least 3 years experience in accounts payable
- Valid driver's license, current proof of insurance and clean driving record

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.