



Position Description			
Job Title:	Accounts Payable Associate	Date:	November 2023
Reports to:	VP of Finance and HR	Department:	Finance
Location:	Greenville or Spartanburg, SC	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Summary
The Accounts Payable Associate provides administrative, financial, and clerical services in all accounts payable capacities including the monitoring and processing of payables. This position utilizes a high degree of organizational skills and attention to detail to ensure the accurate and timely payment of company expenditures.

Position Responsibilities- Essential
<p>This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.</p> <ul style="list-style-type: none">• Process transactions to ensure accounts payable are maintained in an effective, timely and accurate manner.• Receive and verify/match invoices and requisitions for goods and services. Review invoices for accuracy.• Enter invoices into the accounting system.• Ensure transactions comply with financial policies and procedures.• Prepare, record, and execute all payments.• Perform weekly accounts payable runs for petty cash, misc. items. Includes processing invoices with codes, keypunching, running checks and preparing for mailing.• Utilize various reports to ensure accuracy.• Maintain accurate listing of accounts payable.• Keep vendor files and file numbers current.

Position Responsibilities- Non-Essential/Other
<ul style="list-style-type: none">• Performs other related duties as needed to promote the success of Young Office.

Essential Skills and Experience
<ul style="list-style-type: none">• Excellent verbal and written communication skills.• Strong math skills, problem-solving skills, and ability to perform numerical computations and reports.• 10 key by touch• Associate's degree or equivalent from two-year college or technical school; or one or more years accounts payable/receivable or general accounting experience; or equivalent combination of education and experience. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.• Must possess excellent ability to prioritize and remain organized.• Proficient with QuickBooks and Microsoft Excel and Word.• Must be highly organized, detail oriented, and able to work independently with little direction.• Strong focus on integrity.

Beneficial Skills and Experience
<ul style="list-style-type: none">• Excel• QuickBooks

Performance Success Factors
<ul style="list-style-type: none">• Accuracy and professionalism of materials, reports and written communication.

Reporting & Management Responsibilities



- This position has no direct reports.

Physical and Sensory Demands			
Physical Demands			
Sit	Frequently	Reach Above Shoulder	Occasionally
Walk	Frequently	Climb	Occasionally
Stand	Frequently	Crawl	Occasionally
Handling	Frequently	Squat or Kneel	Occasionally
Reach Outward	Frequently	Bend	Occasionally
Lifting Requirements			
10 pounds or less	Frequently	51 - 100 Pounds	Not Applicable
11 - 20 pounds	Frequently	> 100 Pounds	Not Applicable
21 - 50 pounds	Occasionally		
Pushing and Pulling Requirements			
12 Pounds or Less	Frequently	41 – 100 Pounds	Not Applicable
13 - 25 Pounds	Occasionally	> 100 Pounds	Not Applicable
26 - 40 Pounds	Not Applicable		

Definitions:

- Not Applicable - Activity is not applicable to this occupation.
- Occasionally - Occupation requires this activity up to 33% of the time (0 - 2.5+ hours/day).
- Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hours/day).
- Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day).

Environmental Hazards:

The job risks exposure to no known environmental hazards.

Sensory Requirements:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Additionally, employees are expected to abide by all internal control & compliance practices to: Safeguard assets from theft and misuse, ensure segregation of duties to minimize fraud, comply with business ethics, applicable laws, and regulations, maintain confidentiality of proprietary information, periodically reconcile physical assets to accounting records, and safely perform all job duties.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed