

JOB DESCRIPTION

Title: Accounts Payable Clerk and Human Resource Administrator

Reporting Relationships: Reports to General Manager and CEO.

Essential Job Functions: The Accounts Payable (AP) Clerk is responsible for day-to-day operations of the payables process. The AP Clerk is accountable for data entry and maintenance of bills/invoices, credit cards, and payments; which includes supporting Accounting with journal entries and payables focused on quarter-end close activities. Human Resource Administrator responsibilities include all aspect of payroll, and benefit program, as well as onboarding of new employees and safety training of all employees.

Accounts Payable Clerk duties:

Ensure all accounts payable invoices have proper approval including approved purchase order(s)

Obtain proper approval for PO's as necessary

Code invoices to proper general ledger accounts and departments

Data entry of new bills/invoices into Sage 100 as they are received

Properly obtain all IRS Form W9 for all new vendors and set-up in Sage 100

Prepare weekly check run, obtain all signatures for checks and distribute checks accordingly

Maintain organized filing system for all accounts payable documents by vendor name

Prepare intercompany journal entries

Prioritize invoices according to payment terms

Audit and process credit card bills and employee expense reports

Prepare 1099s

Respond to all vendor inquiries

Reconcile vendor statements, research and correct discrepancies

Prepare bank reconciliations and General Ledger account reconciliations

Assist with travel arrangements as needed

Prepare quarter and year reports for accountant, General Manager, and CEO as requested

Assist department managers with cost analysis

Human Resource Assist duties:

Coordinates recruitment, including writing job descriptions, job ads, and manage background checks;

Conducts new employee orientation;
Administers benefits (health, dental, vision, 401k);
Directs safety program and processes workers' compensation claims;
Responds to requests for information from governmental agencies;
Conducts internal investigations and coaches' managers regarding employee relations; and
Maintains personnel and payroll files
Processes bi-weekly payroll and makes journal entries to Sage 100
Assist with projects as necessary
All other duties as assigned

Experience:

At least two years high volume accounts payable or related experience
Detail oriented, well organized, professional attitude, and meet reliability standards
Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
Ability to interact with employees and vendors in a professional manner
Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
High honesty and ethics standards
Strong verbal, listening and written communication skills
Reliable & predictable attendance, and ability to work over-time as necessary
Demonstrate good work ethic and sense of urgency

Compensation:

This is a full-time position where pay is commensurate with experience. Reproduction Enterprises, Inc also offers a complete benefits package including company paid health, vision and life insurance, paid time off and holidays, and retirement program. REI also offers employee paid dental, Aflac and Liberty insurance programs.

REI provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.