

JOB DESCRIPTION



Job Title: Accounts Payable Specialist
Department: Finance & Accounting
Reports to: AP Manager and Cost Accountant
Direct Reports: None
Date Prepared: July 2019

Job Summary	Provides financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.
Essential Functions	<ol style="list-style-type: none"> 1. Review invoices and employee expense reports for proper coding and approvals and enter into AP module. 2. Prepare weekly check runs. 3. Enter AP contracts in Subcontract Module. 4. Prepare AP related journal entries, including monthly accruals and reclasses. 5. Correspond with vendors and respond to inquiries. 6. Maintain AP filing and scanning on a weekly basis.
Education and Experience	<ul style="list-style-type: none"> • High School diploma or equivalent. • Associates Degree or equivalent from a two year college or technical school preferred • 2 to 5 years prior work experience in an accounts payable role.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Excellent data entry skills • Ability to work independently or as a team member • Knowledge of accounting principles and procedures. • Experience with internal control procedures and regulations, preferred. • Attention to detail and good organization skills as well as the ability to multi task and prioritize work • Knowledge of accounting software required, Oracle based JDEdwards General Ledger System preferred. • Strong analytical and verbal and written communication skills. • Knowledge of Microsoft Office, including strong excel skills.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.