Chromaflo Technologies Corporation

Job Description

Position Title: Accounts Payable Specialist

Date: March 24, 2022

Department: Finance/Accounting

Written by: Eric Runnion

Summary of Position:

Is responsible for the processing of accounts payable transactions from scanning, to invoice entry thru payment of all invoices.

Qualifications:

1. Minimum of an associate’s degree in Business, Finance or Accounting with bachelor’s degree preferred.
2. 1-2 years of experience in accounting or finance; experience in accounts payable operations.
3. Advanced computer skills; proficient in MS Office (Excel & Word).
4. Excellent time management skills.
5. Ability to listen, communicate (written and verbal), excellent grammar, spelling, proofreading and effective follow-up skills.
6. Ability to work independently, self-starter, energetic.
7. Able to handle highly confidential information.
8. Must be detail oriented.
9. Able to adhere to tight deadlines.

Major Areas of Responsibility:

1. Scanning, coding, matching, and data entry of all invoices for payment.
2. Research and resolve accounts payable issues. Including diligent phone call follow-up with vendors, and internal employees.
3. Prepares and prints accounts payable checks, and processes for mailing.
4. Reconciliation of vendor statements monthly.
5. Prepare reports and spreadsheets as requested.
6. Reconciliation of general ledger accounts.
7. Assists with the budget process as needed.
8. Assists outside accountants/auditors as needed.
9. Perform other essential functions and projects as assigned.
Metrics

1. Expected to be able to enter a minimum of 500 invoices per month.
2. Expected to be able to process the weekly payment run as needed.
3. Parked invoice items processed within one week.

Measure of Performance and Accountability:

1. Exercises sound and prudent judgment, including recognizing the need to ask for supervisor assistance.
2. Attention to detail and accuracy of work.
3. Analytical and organizational skills.
4. Exercises ethical decision making in all decisions.
5. Exhibits teamwork and fosters a working relationship with intra/inter departmental employees.
6. Ability to communicate orally with shareholders, management, staff, vendors and outside parties either face-to-face, one-on-one, over the telephone or in group settings.
7. Produces written communications with clear, organized thoughts using proper sentence construction, grammar and punctuation.
8. Adheres to all Company safety standards, trainings and other HS&E requirements.
9. Reports injury/illness and/or environmental incidents.

The Incumbent Reports To:

Controller - Americas

Positions Reporting To the Incumbent:

None

Approved by:

_____________________________  ______________________
(Chief Financial Officer)  (Date)
(Human Resources)  (Date)