



Job Description

Job Title: Accounts Payable Associate
Department: Finance
Reports To: Senior Accountant
FLSA Status: Hourly, Non-Exempt
Revision Date: June 2020

Summary

Responsibilities include facilitating the accounts payable process, compiling and maintaining accounts payable files. Responsibilities also include coordinating month-end and year-end accounts payable cut off to ensure invoices/charges are properly recorded in the appropriate period. Record accruals to various accrual accounts and manage balances as invoices are received. Additionally, provides research, analysis, and audit function as needed.

Essential Duties and Responsibilities

- Manage distribution of vendor invoices for authorization of payment.
- Match vendor invoices to received quantities and PO prices.
- Interact regularly with all departments regarding vendor invoices and employee's expense reports.
- Vouch A/P invoices to proper G/L accounts as identified by department manager.
- Periodically review TWC's accounts payable policies and procedures to ensure controls are in place and are being adhered to; suggest corrective actions where/when necessary.
- Prepare and make bank deposit on a daily basis.
- Maintain accounting files. Coordinate computer check runs, run aging, select invoices to be paid, print checks, and verify check registers.
- Reconcile and record charges to appropriate G/L for all company credit cards.
- Prioritize vendor payments to maximize cash flow/float and ensure all payment discounts are taken.
- Reconcile month-end and year-end balance sheet accounts and prepare subsidiary spreadsheets for certain general ledger accounts as assigned by supervisor (Accounts TBD). Handle vendor calls in an appropriate and professional manner; provide information and research problems.
- Research and reconcile supplier accounts.
- Research historical information as requested for department managers.
- Handles petty cash and reconcile.
- Gather data and prepare 1099 tax forms.
- Assist in year-end audit/Review and the audit/Review of Accounts Payable and other accrual accounts as assigned (Accounts TBD).

INNOVATION makes us different

- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge and skill.
- Support and help implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

Education and Experience

Accounting degree or one to three years related experience.

Personal Characteristics

- Strong follow-through and organizational skills
- Works at a fast pace and with a high degree of accuracy
- Detail oriented
- Trustworthy and honest
- Understands computers and spreadsheets
- Possesses basic accounting skills
- Able to organize and prioritize
- Dependable and professional
- Customer oriented
- Strives for continuous improvements

To Apply:

Please submit a resume to jobs@twincraft.com or fill out an application on our website.