



## Job Description

**Job Title:** Accounts Payable Associate  
**Department:** Finance  
**Reports To:** Senior Accountant  
**FLSA Status:** Hourly, Non-Exempt  
**Revision Date:** January 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).

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- 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**

Associate's 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 and cover letter to [jobs@twincraft.com](mailto:jobs@twincraft.com) or come to our 2 Tigan Street Winooski location Monday-Friday, 8am-4:30pm to fill out an application onsite.