



Accounts Payable Assistant Sprinkler World of Arizona

JOB TITLE: Accounts Payable Assistant
DEPARTMENT: Operations
SUPERVISOR: Accounts Payable Manager
JOBS SUPERVISED: NA
FLSA: Non-Exempt

GENERAL JOB DESCRIPTION

This position involves making deliveries and providing support to the Branch Manager, Warehouse Associates and Sales associates, ensuring their focus is dedicated to helping customers.

MAJOR DUTIES AND RESPONSIBILITIES

- Invoice Processing
 - Receiving, verifying, and entering invoices into the accounting system.
 - Ensure invoices are accurate and complete, matching purchase orders and receiving reports.
 - Coding invoices to the correct accounts and cost centers.
- Payment Processing
 - Preparing and processing payments, including checks and electronic transfers.
 - Reconciling payments to vendor statements.
 - Ensuring payments are made on time and in accordance with company policies.
- Record Keeping
 - Maintaining accurate records of invoices, payments, and vendor information.
 - Filing and organizing documents.
- Reconciliations
 - Reconciling vendor statements to ensure accuracy and identify discrepancies.
 - Investigating and resolving payment discrepancies.

ORGANIZATIONAL RELATIONSHIPS:

Has frequent contact with branch associates, outside salespeople, corporate staff, and managers. Communicates frequently with a wide variety of customers.

EXPERIENCE/TRAINING/EDUCATION:

Required: High school graduation or equivalent. 2 – 3 years' experience working in Accounts Payable.

KNOWLEDGE/SKILLS/ABILITIES:

Ability to respect individual differences and be comfortable with all cultures; knowledge of office practices, basic business correspondence techniques; principles of customer service; ability to learn to use computer applications, including Microsoft Office email. Ability to accept constructive criticism; Ability to understand and follow written and verbal instructions; add, subtract, multiply and divide. Ability to complete tasks independently, prioritize tasks, manage time effectively, and maintain accurate records. Ability to listen and communicate clearly and effectively and to create a comfortable environment with customers, management, and other employees. Strong sense of urgency to customer and branch needs.