



FN0075
04/21/2021

Job Title: **Accounts Payable Analyst**

Shift: 1

Department: Finance

Location: Owatonna

Reports To: Shared Services Manager

FLSA Status: Non-Exempt

Position Purpose

Essential Duties & Responsibilities

- Match supplier invoices to authorized purchase orders and proofs of receipt -
- Provide support for vendor discounts for periodic cash request -
- Obtain payment approvals and accounting for MRO (non-inventory goods) -
- Enter all supplier invoices into appropriate payables system -
- Communicate appropriately with supplier to resolve any discrepancies -
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- Check all invoices for proper documentation/approval prior to vouchering for payment -
- Ensure all payments are processed in compliance with company policy -
- Reconcile accounts payable register and transactions -
- Respond to all vendor inquiries -
- Reconcile vendor statements, correct discrepancies, resolve differences -
- Assist in Month end closing process of sub-ledger as needed -
- Assist with sales and use tax preparation and filing as needed -
- Assist with processing checks/ACH/Wires as needed -
- Ensure files and documentation are complete, complying with company policy and accepted accounting practices -

Knowledge / Skills / Abilities

- Strong written and verbal communication skills -
- Ability to be flexible -
- Proven capabilities with Microsoft Office, including Excel and Word -
- Fast and accurate data entry skills -
- Ability to work in a team environment or independently -
- Time management and planning skills -

Qualifications / Prior Experience

- **General accounting or AP experience a plus**

To apply, please send your resume to Cassandra.Kohn@amesburytruth.com