



## ACCOUNTS PAYABLE CLERK

### **SUMMARY:**

Maintains accounts payable records and process payment to vendors/suppliers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following.

- Ensure that all payments requested by vendors/suppliers correctly reflect products or services ordered or received for the agreed upon price.
- Maintain current and accurate computer records for accounts payable processing.
- Help ensure that accurate and timely distribution of accounts payable checks to vendors/suppliers.
- Ensure accuracy of account balances and outstanding checks to avoid penalties or vendor/supplier dissatisfaction.
- Responsible for bank reconciliation.
- Responsible for issuing 1099-Miscellaneous and 1099-B.
- Help maintain positive vendor/supplier relation regarding accounts payable issues.
- Support safe work habits and a safe working environment at all times.
- Ability to come to work regularly and on time, to follow directions, to take criticism, to get along with co-workers and supervisors, to treat co-workers, supervisors and members/guests with respect and courtesy, and to refrain from abusive, insubordinate and/or violent behavior.
- Perform other duties as directed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.

### **COMPUTER SKILLS:**

Advanced knowledge of various computer software programs.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met successfully to perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs.
- Must be able to stand and walk for long periods of time.

**LANGUAGE SKILLS:**

- Must speak and communicate in English.
- Must be able to clearly communicate with guests, management and coworkers.

**CERTIFICATES & LICENSES:**

- None required.

**GROOMING & UNIFORM:**

- Business attire is required, such as slacks, blouse/sweater, buttoned shirt, and nice shoes. Suit jacket only suggested on days when assisting with client events.
- Name tag required whenever walking through public spaces at the resort.
- No extreme colors, highlights or hairstyles.
- No facial or tongue piercing.
- No extreme hair accessories.
- Necklace and earrings must be office appropriate.