



## **EXTERNAL JOB POSTING**

### **ACCOUNTS PAYABLE CLERK**

**Dept.:** Accounting

**Reports To:** Corporate Controller

**FLSA Status:** Non-Exempt

**Full-Time**

**JOB SUMMARY:** The Accounts Payable Clerk is responsible for functions related to accounts payable.

**DUTIES & RESPONSIBILITIES:** Reconciles accounts payable, follows general accounting procedures, maintains files, provide back-up to receptionist.

*Specifically:*

- Maintain accounts payable records, including editing, checking, and preparing accounts payable entries and tabulating control statistics.
- Verify invoices, compute discounts, code expenses, prepare vouchers for payment, remit invoices, and perform filing.
- Post invoices on a timely basis.
- Prepare account statements or other reports, as required.
- Cash handling and reconciliation.
- Ensures accurate transaction entry into accounting software.
- Back up receptionist to greet clients and visitors at front desk; answer incoming phone lines and route calls; mail distribution.
- Perform other general office duties as required.

#### **QUALIFICATIONS:**

1. Possess a professional attitude.
2. Strong organizational skills.
3. Effective written and strong verbal communication skills.
4. Strong math skills.
5. Ability to interact well with others.
6. Acts with discretion, honesty and integrity; recognizes need for confidentiality.
7. Ability to multi-task in a fast-paced environment.
8. Ability to solve practical problems.

#### **EDUCATION & EXPERIENCE:**

1. HS Diploma or equivalent.
2. Cash handling experience.
3. Proficient in Microsoft Office.
4. Proven math aptitude either through prior education or experience.
5. Prior experience working in accounting software; Epicor experience preferred.

#### **SAFETY REQUIREMENTS:**

While performing the duties of this job, the employee is required to sit, stand, walk in an office environment, utilizing office equipment such as computer, adding machine, copier, stapler; required to lift up to 25 lbs. on occasion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation based upon experience. Full time employees are eligible to receive a competitive benefits package which includes group health, dental, vision, life/disability insurances, 401k with match, Paid Time Off, Holiday Pay, Retail Service Center discount, Employee Assistance Program, company-sponsored events and more. To be considered for this opportunity, please complete an online application at [www.mcfarlanemfg.com](http://www.mcfarlanemfg.com); email resume to [HR@mcfarlanemfg.com](mailto:HR@mcfarlanemfg.com); apply in person at McFarlanes', 780 Carolina St, Sauk City, WI; mail to McFarlane Mfg. Co., Attn: HR, P.O. Box 100, Sauk City, WI 53583