



## **JOB DESCRIPTION**

### **Accounts Payable Admin**

**Status:** Up to 24+- hours per week

**Reports To:** General Manager

**Wage Range:** \$18 – 23.00/hr DOE

#### **Primary Skills (Required of all Staff):**

##### **Judgement:**

Make sound decisions that benefit the customer, co-workers, and the business in all situations.

##### **Teamwork:**

Work cooperatively with other team members, both within department and other departments, to achieve best possible results. Be flexible and willing to assist others and give extra effort to meet department and company needs.

##### **Reliability/Dependability:**

Arrive at work on time and able to work each scheduled day. Perform duties as assigned and seek help when appropriate. Work effectively in a variety of environments. Be dependable in the absence of immediate management. Take on extra responsibilities when needed.

##### **Attention to Detail:**

It is imperative for proper and orderly bookkeeping that the Accounts Payable Admin is one that is very organized with a high attention to detail and will be required to complete all aspects of tasks assigned, even when pressured by time or conflicting demands. The Accounts Payable Admin will be expected to follow or establish procedures to ensure consistent results.

##### **Communication:**

Be positive and professional in all interactions with others, both internal and external. Present written and verbal information so that it is clearly and easily understood. Exhibit good listening skills.

##### **Other Requirements:**

The Accounts Payable Admin shall be responsible for the management of accounts payable and accounts receivable in coordination with the General Manager and according to Generally Accepted Accounting Principles (GAAP). Invoices will be paid on a timely basis and within the terms established by each vendor relationship. The Accounts Payable Admin will enter General Journal Entries reports from Catapult POS, receive and process mail, and various other similar office tasks. The Accounts Payable Admin will follow all guidelines as established in the Bookkeeping Manual as well as look for ways to increase efficiency and accuracy with all financial processing duties.

The Accounts Payable Admin shall work closely with the GM and other finance team members.

The Accounts Payable Admin shall also be responsible for making various tax and loan payments and working on occasion with the GM on creating long-term planning of future financial goals.

Proficiency with QuickBooks and QBO along with strong financial acumen and financial accounting are required qualities. Knowledge of and experience with Catapult Point-of-Sale and with a cooperative retail food business are preferred.