

DUNAVANT LOGISTICS GROUP, LLC JOB DESCRIPTION Title: <i>Accounts Payable Clerk (Open)</i>	Job Description # DRAFT
	Revision
	Effective Date

1.0 Position Summary

Pay invoices as necessary from EDI CargoWise, and Quickbooks and handle multiple bank accounts.

2.0 Reporting

Reports to Accounts Receivable Manager; works 8:00 am to 5:00 pm.
Current FLSA Status: Non-Exempt
HR FLSA Status Recommendation: Non-Exempt

3.0 Essential Functions, Job Duties, and Responsibilities

- (1) Responsible for paying all invoices as required from EDI CargoWise, and QuickBooks.
- (2) For payments in EDI CargoWise, cross-references the invoice provided by global personnel with entries in EDI CargoWise to ensure correct amounts are entered and then pays the invoice.
- (3) For payments in Quickbooks, brings up a list of all payments to be made on or before the next 10 days and then pays the invoices.
- (4) Researches payment history and creates Excel summary spreadsheets as requested.
- (5) Breaks down checks to mail and files accounting support daily.
- (6) Back-ups for this position are: AR Clerk
- (7) Performs all other duties or projects as assigned.

4.0 Education and Experience Requirements

Associate’s degree (AA) from two-year college or technical school; or six months to one year related experience; or equivalent combination of education and experience.

5.0 Minimum Skills, Knowledge, and Ability Requirements

- (1) Computer skills – Proficient in Microsoft Word, Excel, and Windows.
- (2) Ability to read and comprehend simple instructions, short correspondence, and memos.
- (3) Ability to write simple correspondence and to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- (4) Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- (5) Ability to apply concepts of basic algebra and geometry.
- (6) Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

(7) Ability to deal with problems involving several concrete variables in standardized situations.

6.0 Work Conditions, Physical and/or Mental Requirements

- Sedentary physical activity requiring reaching, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, and hearing.
- Visual requirement is for close vision, distance vision, peripheral vision, and ability to adjust focus.
- 90% or more time is spent looking directly at a computer.
- Employee is frequently required to stand, walk (or otherwise be mobile).
- Employee is frequently required to lift and carry a minimum of 10 pounds.
- Ability to deal with stressful situations as they arise.

Duties are primarily performed in an office environment. Minimal physical effort is required. Lifting and carrying requirements of up to 15 pounds. Occasional or frequent ability to move boxes from one location to another.

These physical and/or mental requirements are not exhaustive, and additional job-related requirements may be added by the Company on an as-needed basis. Reasonable accommodations, where required by law, will be made to enable individuals with disabilities to perform the essential functions of this position.

7.0 Acknowledgement:

I have read, fully understand and agree to the responsibilities and requirements outlined in this job description. I have discussed what needs to be accomplished with my supervisor(s) and intend to fulfill my commitment to the Company to the best of my abilities. The Company reserves the right to change and/or modify the essential functions, duties, and responsibilities, of this position at any time. I understand that my employment is at-will and nothing in this job description alters that status.

Signature

Date: _____

Printed Name

* Definitions/Acronyms: