



Roles and Responsibilities Accounts Payable Specialist

- Philosophy:** The Accounts Payable Specialist helps manage cash flow and the company's professional reputation by ensuring that the processes for which they are responsible are handled in a professional manner. By working with the Controller to time the payment of invoices, the Accounts Payable Specialist helps manage cash flow in a way that is advantageous to the Company. Additionally, this team member provides support, as needed, to other Finance and Administration team members to maximize Company success.
- Cash Flow:**
- Check Processing. The Accounts Payable Specialist processes and mails checks at the direction of the Controller. The timing of these payments is critical to the management of the Company's cash flow.
 - Reconciliation of Vendor Statements. The Accounts Payable Specialist collects all vendor invoices and reconciles vendor statements to ensure that the Company is not overcharged or charged for items which it has not received. This is another item that is critical to the company's cash flow and overall financial performance. All vendor invoices need to be coded and prepared for Great Plains input.
 - Collect Expense Reports and Pay Credit Card Invoices. The Accounts Payable Specialist collects all Team Member expense reports and reconciles them against credit card statements and prepares a summary report for Great Plains input. Credit card statements will be paid as directed by the Controller.
- Administration:**
- Account Management. The Accounts Payable Specialist manages the Company's various checking and credit card accounts as directed by the Controller.

Vendor Invoice and Statement Management. This team member assembles, codes, pays and files all vendor invoices within the company's current time

standards. Those vendor invoices requiring management approval will be reviewed with the Controller and processed in accordance with company policies. Vendor invoices and other related documents will be processed in a timely manner and in accordance with company policy.

Florida Annual Resale Certificates. The Accounts Payable Specialist is responsible for obtaining and maintaining a file for all Florida Annual Resale Certificates for Sales Tax from vendors.

Administrative Duties. The Accounts Payable Specialist assists with any administrative tasks assigned by the Controller. Effective collaboration with other team members of the administrative staff is key to success in this position.

Vendor Credit Applications. The Accounts Payable Specialist processes and maintains files for all vendor credit applications.

Vendor Statements and Aging. The Accounts Payable Specialist performs month-end vendor statement reconciliation and vendor account aging report.

Incoming Mail and Office Supplies. The Accounts Payable Specialist sorts all incoming mail and orders and organizes all office supplies.

Teamwork:

Cross Training and Mutual Support. The Accounts Payable Specialist participates as part of the Finance and Administration Team to ensure that team members are cross-trained. Team members should seek to understand each-other's duties through cross-training so that mutual support can be provided to avoid the disruption of critical, administrative functions when team members are absent.