



## Accounts Payable

---

### **SUMMARY:**

Perform all General Accounting functions as listed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Process daily accounts payable. Verify general ledger account, cost center coding and manager approvals. Determine proper date to make payment and process on such date. Determine whether sales tax has been charged or not and calculate proper sales tax. Mail checks and other necessary correspondence to various vendors. Maintain an electronic vendor file for each vendor.
- Back up for verifying daily check production to maintain accuracy of the use of check stock. Obtain manual signatures for large checks and distribute to department managers.
- Back up for obtaining cancelled check copies for various departments, as needed.
- Balance various bank accounts daily, including the investigation of reconciling items. Make necessary journal entries.
- Back up for Accounting Specialist and UCP Specialist in balancing daily cash accounts.
- Balances and processes daily funding account settlements and makes the necessary general ledger entries.
- Balances and processes weekly inter-company account settlements and makes the necessary general ledger entries.
- Balance bank draft suspense accounts daily and research and advise of any discrepancies.
- Prepare and make entries for OBA Service fees monthly.
- Process prepaid entries on a monthly basis.
- Prepare monthly reconcilements of assigned general ledger accounts.
- Prepare monthly bank reconciliations.
- Prepare vendor 1099MISC at year end.
- Perform other duties as assigned or required.
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follows the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

### **EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:**

- High school diploma or general education degree (GED).
- Associate or Bachelors degree in Accounting preferred.

**REQUIREMENTS: 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.**

- A friendly, positive, learning-oriented attitude.
- Typing and 10-key
- PC skills including Microsoft Excel, Word and Access
- Well organized, detail oriented, able to work independently and think critically
- Effective oral and written communication skills

**WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

**Note:** This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.