

**Position Title: Accounts Payable Specialist**

**Department: Accounting & Finance**

**Reports To: AP Lead, Senior Accountant**

**FLSA Status: Non-Exempt**

**Job Description:**

Accounts Payable Specialist compiles and maintains accounts payable records.

**Essential Functions:**

- Process Vendor invoices for payment
  - Obtain Approval, Code and Enter invoices, Upload supporting documents,
- Assist with the weekly check run, distribute and mail signed checks as required.
- Answers vendor inquiries as needed.
- Maintains accounts payable reports, spreadsheets and corporate accounts payable files as needed.
- Assists Corporate Financial Officers and branch personnel as necessary.
- Assists in monthly closings,
- Performs filing and coping.
- Performs other duties as assigned.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving: The individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Intercommunication: The individual manages vendor and intercompany inquiries. Responds promptly to vendor needs, responds to internal requests for service and assistance and meets commitments.
- Planning/organizing: The individual prioritizes and plans work activities and uses time efficiently.
- Quality control: The individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- Quantity: Meets productivity standards and completes work in a timely manner.
- Adaptability: The individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability: The individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security: The individual observes safety and security procedures and uses equipment and materials properly.

**Knowledge, Skills, and Abilities:**

- Knowledge of basic accounting principles and practices.
- Knowledge of general office procedures.
- Skill in operating various office equipment such as personal computer, various accounting software programs, copier, fax, and telephone systems.
- Skill in oral and written communication. Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner.
- Ability to make sound decisions using information at hand.
- Ability to organize and prioritize payables workflow.
- Ability to pay close attention to detail

**Education and Experience:**

High School diploma or equivalent plus two or more years of related work experience.

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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