PRIMARY RESPONSIBILITIES:
- Prepares accounts payables package for input into computer software application. Accounts payable package includes purchase orders, receiving documents, check requests and invoices.
- Verifies quantity, pricing and terms by reference to purchase orders, receiving/packing slips. Checks calculations and pricing extensions.
- Verifies proper coding for documents and proper approval of invoices for payment.
- Handles all telephone inquiries and mail inquiries for payables.
- Maintains vendor master files in computer software application.
- Assists in establishing appropriate policies and procedures and is responsible for enforcing those procedures.
- Assists outside auditors and regulatory auditors with accounts payable supporting documentation for audit requirements.
- Other duties as assigned.

KEY REQUIREMENTS:
- AA Degree with a minimum of (2) years’ experience in processing accounts payables or over (5) years’ experience as an Accounts Payable Supervisor/Manager.
- Must be able to function independently in order to process payables.
- Must be able to effectively communicate with vendors and management in resolving accounts payable issues.
  Location: WHCC