Job Description for AP Lead

Job Title: Accounts Payable Intern

Reports to (Job Title): AP/AR Manager

Location: Fort Mill, SC

Department: Business Wide

Type of Position: Part Time

Positions: 1

Primary Purpose:
Assist Accounts Payable staff with daily duties

Description of Essential Duties:
1. Assist AP specialists with timely processing of invoices.
2. Review of invoices to ensure correct company coding is being followed
3. Oversee matching of invoices to purchase order lines at time of data entry
4. Self Audit of all invoices entered
5. Assist plants with vendor and invoice inquiries and help resolve purchasing issues
6. Assist vendors with account and invoice inquiries and help resolve issues
7. Assist other team members as needed
8. Assist other departments as needed

Description of Shared Department Duties:
1. Raw Material invoices (includes entering, coding, tracking and vendor relations)
2. Freight invoices (includes entering, tracking and vendor relations)
3. Statement reconciliations from vendors as they are received
4. Check requests (includes validating approvals and expediting checks to the proper location)
5. Company purchase/travel cards (includes detailed tracking and payment)
6. Company Cell Phone plan (includes detailed tracking and payment)
7. Other assignments or projects assigned to AP

Key Expectations Supporting Organization:
1. Support and promote Company’s Vision, Mission and Core Values whenever possible
2. Support and promote Company’s team-based culture (including cross training, job rotation and personal development)
3. Support and promote Company’s safety philosophy

Key Safety/Housekeeping Responsibilities:
1. Share in responsibility for department housekeeping (filing, recycling, shredding and overall department organization)
2. Share in general office housekeeping

Required Knowledge, Skills and Abilities:
1. Knowledge of G/L accounts and how they are impacted by the Accounts Payable process
2. Knowledge of basic accounting principals
3. Customer service attitude towards vendors and all team members
4. Ability to effectively communicate in writing and on the telephone
5. Demonstrated ability to multi-task and generate results
6. Knowledge and ability to use Microsoft Office Products efficiently

PAID 10-12$ per hour  Contact kaye.burks@flakeboard.com to apply

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