



FLORACRAFT CORPORATION

Job Description Form

Division/Department	Finance	Prepared Date: November 2020	
Location	Ludington, Mi		
Job Title	Accounts Payable Analyst I		
Reports to	Controller	FLSA	Exempt

JOB SUMMARY:

The Accounts Payable Analyst I is responsible for various accounting tasks related to the maintenance and processing of accounts payable transactions.

ESSENTIAL DUTIES AND REQUIRMENTS OF THE JOB:

1. Verifies, allocations and posts supplier invoices as they arrive in the department using the three-way match method as well as posting invoices with proper approvals directly to the general ledger
2. Look after every detail, coding, recording, and matching (3-way match) of invoices to complete payments
3. Set invoices up for payment and process payments
4. Process wire transfers, ACH transactions, and handle reconciliation of payments
5. Analyze accounts and prepare reports
6. Verify vendor accounts by reconciling monthly statements and related transactions.
7. Resolve invoice discrepancies by researching variances between goods receipt, purchase order price and invoice details
8. Maintain vendor records and vendor file
9. Correspond with vendors and respond to any queries
10. Reconcile accounts against supplier statements
11. Submit monthly reports and process month-end closing
12. Identify and record the expenses for sales tax payment purposes

OTHER DUTIES AS ASSIGNED INCLUDING:

1. Keep track of company credit card spending, expense reports, and payments
2. Year-end preparation and year end processes related to accounts payable
3. Ad-hoc reporting
4. Perform other miscellaneous job-related duties as assigned
5. Handles special projects as assigned

Division/Department	Finance	Prepared Date: November 2020	
Location	Ludington, Mi		
Job Title	Accounts Payable Analyst I		
Reports to	Controller	FLSA	Exempt

SKILLS REQUIRED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB:

1. Must have knowledge of general accounting procedures, specifically those related to accounts payable
2. Excellent skills using Microsoft Word, Excel, and Edge
3. Experience with Plex Manufacturing ERP system preferred
4. Must be proficient in data entry and time management
5. Must be organized and pay attention to detail and accuracy
6. Strong skills in using discretion, maintaining customer confidentiality and honesty
7. Good problem-solving skills
8. Experience with Accounts Payable Automation a plus

EDUCATIONAL REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:

- Associate degree or higher in Business Administration/Finance. Accounting degree preferred
- 1-3 years general accounting experience and/or training; or equivalent combination of education and experience

OVERTIME

Employee must be able to work additional hours during the payroll week, which can be more than forty (40) hours per payroll week