



## REVISION.

### REVISION EYEWEAR JOB DESCRIPTION

Job Title: **ACCOUNTS PAYABLE CLERK**  
Department: Finance  
Reports To: Controller  
Location: Essex Junction, VT  
Hours/Days Worked: 8:30AM to 5:30PM (Monday through Friday) Occasional weekends.  
FLSA Status: Salaried - Exempt  
Revision Date: July 14, 2010

#### **EMPLOYMENT OBJECTIVE:**

The Accounts Payable Clerk is responsible for entering invoices in a timely manner, ensuring that invoices are in compliance with company authorizations and codings. Support department with reconciliation and support needs.

#### **SPECIFIC ESSENTIAL FUNCTIONS:**

- Reviews all invoices for appropriate documentation and approval prior to payment
- Prints and obtains signatures on all accounts payable checks.
- Distributes signed checks as required.
- Prepares garnishment checks per reports from payroll.
- Answers all vendor inquires.
- Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
- Prepares cleared checks for storage.
- Assembles and processes overnight check shipments to other office locations.
- Assists in monthly closings
- Prepares analysis of accounts, as required
- Compile payroll data such as garnishments, vacation, and benefit deductions.
- Assists Department as necessary
- Pull internal management reports from ERP software.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Finance, Accounting, Business or equivalent combination of education and experience.
- 2+ years experience in accounting or finance required; in a manufacturing environment a plus.
- Knowledge of ERP systems.
- Proficient in Microsoft Office programs: Excel, Word, PowerPoint and Outlook.
- Excellent written and communication skills.
- Excellent time management, project management and planning skills required.
- Attention to detail.
- Must possess strong interpersonal and customer service skills with the ability to work in a collaborative team environment.
- Ability to multi-task and work with a high sense of urgency in a fast-paced environment.
- Energetic, passionate and positive can-do attitude a must.
- Military experience a plus.
- Occasional travel between Montreal, QC and Essex Junction, VT offices required.

#### **PHYSICAL REQUIREMENTS:**

Office environment, some repetitive motion required.