

Accounting A/P Clerk

Title: Accounting A/P Clerk	FLSA Status: Non - exempt	Shift: As Assigned-Varies Weekends /Overtime may be necessary
Reports to: Fiscal Service Director	Department: Administration	Employment Status: Full -Time
Supervisory Responsibilities: No	Location: Durham, NC	Date Created/Last Evaluated: August 2023

Summary

The Accounts A/P Clerk will be responsible for daily monitoring of inflow of capital for the company, will assist in ensuring that accounts payable invoices are entered and reconciled, and assist with other assignments related to accounts payable.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each of essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Must have a basic understanding of the Chart of Accounts as it related to revenue, expenses, assets, liabilities, and equity.
- Knowledge of Excel Spreadsheets and data entry proficiency.
- Must be reliable and extremely trustworthy.
- Three to five years office experience using standard office equipment, including extensive word processing, and working knowledge of computers.

Knowledge, Skills and Abilities

- Ability to gain working knowledge of laws and administrative policies governing alcoholic beverage retail store operations.
- Knowledge of accounting terminology and understanding generally accepted accounting principles (GAAP).
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Excellent verbal and written communication skills.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers and coworkers.

Supervisory Responsibilities

N/A

Essential Functions

- File all accounts payable documentation and any other accounting documents that are needed.
- Provides accounting and clerical support to the accounting department.
- Research, reconcile, and respond to accounting or documentation problems or discrepancies.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Prepares financial monthly reports and various accounting statements.

General Ledger Maintenance and Data Processing

- Prepares reports for monthly Board meetings and other purposes as needed.
- Verifies data and edits and corrects as necessary.
- Runs month-end and year-end reports, and performs period close out processes as instructed by the Fiscal Services Director/Finance Officer.

Cash Receipts and Disbursements

- Verify daily sales for all retail and mixed beverage locations.
- Set-up multiple shipment reconciliations on a weekly basis to ensure prompt and accurate payment processing.
- Enter A/P invoices using chart of accounts to correctly identify location and G/L code for each invoice.
- Enter credit memos for each locations unsaleable or broken items.
- Assists with bank account reconciliation.
- Prepares and organizes checks for signatures by batching with related invoice documents and credit vouchers
- Inserts signed checks into envelopes being sure to include appropriate documents, apply proper postage and mail checks as directed.

Management Assistance

- Conducts special research, analysis and evaluation in connection with organizational objectives and initiatives, as assigned by the Fiscal Services Director/Finance Officer or General Manager.
- Assists with preparation of the annual audit, working with auditors to provide documents and resolve questions.

Additional Responsibilities

Performs other related duties as assigned by the Controller or General Manager.

Physical Demands

- See DCABC Physical Requirements sheet (attached)
- Minor facility clean up (interior/exterior) to ensure clean and neat appearance at all times

Work Environment

- The position works primarily in an air-conditioned business setting. From time to time, position may be required to work in/visit a warehouse and may be required to travel on occasion using one's personal vehicle.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. All employees may have other duties assigned at any time. Furthermore, Durham ABC fosters a diverse, equitable and inclusive (DEI) environment for all employees. Our expectations are for all employees to understand our vision as it relates to DEI and we encourage employees to be engaged in any organizational DEI initiative and bring any concerns to management.

Acknowledgements and Approvals

Employee Signature	(Print Name)	Date
Manager Signature	(Print Name)	Date
General Manager Signature	(Print Name)	Date