

## Accounts Payable Admin Job Description



<b>Job Title:</b>	Accounts Payable Admin.
<b>Reports To:</b>	VP Finance
<b>FLSA Status:</b>	Hourly
<b>Last Revised:</b>	February 5, 2021

Western Green (WG) is a privately-held company whose mission is providing the ultimate partnership between nature and technology, using natural resources engineered to preserve our natural landscapes – “Blanketing Nature with Nature.” This value creation is predominantly focused on supporting the soil stabilization aspects of civil engineering projects. WG is one of the country’s largest manufacturers of temporary and permanent erosion control products.

### Summary:

- The Accounts Payable Administrator will handle all AP functions for Western Green. These responsibilities are to include monetary transactions with vendors and suppliers of Western Green. All employees of Western Green are expected to demonstrate a commitment to our Mission, Vision, Core Values and Guiding Principles.

### Required Skills:

- Minimum 2 years previous Accounts Payables experience.
- Accounts Payable experience including data entry of invoices, coding, vendor setup, research and reconciliation required.
- Proficiency in Microsoft Office – Excel, Word, OneDrive.
- Good communication skills
- Attention to detail.
- Ability to problem solve and analyze data.

### Desirable Skills:

- Experience with Sage a plus

### Education Requirements:

- High School Diploma required
- Associate degree in accounting related discipline, preferred.



**Responsibilities:**

- Maintain and update vendor records in the system, including new vendors (ensuring that W-9's are received), changes in vendor terms/discounts, changes in vendor remit to addresses, etc.
- Ensure that invoices are approved by appropriate individual prior to entering in system or obtain appropriate approval prior to entering. Ensure that dollar amounts agree to what was approved.
- Enter the invoices in the system and ensure that the invoices are coded to the proper general ledger account. Perform three-way match.
- Ensure that tax liabilities are coded in the system and paid only on appropriate orders. Supply new vendors with sales tax exemption certificates, as required.
- Monitor credits received from vendors and ensure that these are applied against future invoices or refund checks are cut.
- Process a/p checks and ACH payments timely, accurately, and by monitoring discounts available based on cash funds as approved by VP Finance.
- Maintain all accounts payable reports and electronic files.
- Maintain analysis spreadsheets on utilities, phones, and maintenance of equipment.
- Maintain up to date listing of computers and phones by person.
- Process the 1099's on an annual basis.
- Maintain updated COI's on vendors.
- Work with vendors on any issues/questions that may arise.
- Cross train on other responsibilities in the department, including entering production and inventory transfers.

I have read and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

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Print Name

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Date

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Team Member Signature

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WG Representative-Print Name

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Date



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WG Rep Signature

