

## ***Basnett Plumbing and Heating Incorporated***

### **Job Description**

***Job Title:*** ***Accounts Payable/Receivable Administrator***

***Pay Status:*** ***Hourly Position***

***Work Hours:*** ***8:00 am – 5:00 pm***

***Job Category:*** ***Finance***

### ***Primary Job Function:***

The position provides support to the Finance group by performing manual and system based Accounts Payable and Receivable functions including, but not limited to:

A/P - invoice matching, tracking vendor credit and debit memos, invoice entry, preparation of periodic AP vendor check runs and maintains paid invoice files.

A/R - service invoice preparation, contractor invoice preparation, tracking customer credit and debit memos, preparation of monthly AR reports, apply periodic finance charges as directed, enter customer invoice payments, prepare cash box reconciliation, prepare bank deposits.

***Reports To:*** Finance Manager

### ***Daily Duties:***

#### Accounts Payable

- Reviews packing slips for accuracy and completeness.
- Matches packing slips to purchase orders.
- Matches receipt posted purchase orders to invoices.
- Enters invoices for payment.
- Prepares AP Cash requirements report; review report and coordinates check run dates with Finance Officer.
- Prepares AP vendor check runs; mail checks.
- Prepares year- end 1099 reports and forms.
- Supports and endorses company policy, procedures and regulations.

#### Accounts Receivable

- Reviews AR history for preparation of monthly statements.
- Apply finance charges and cut monthly statements as directed; mail.
- Prepare service and contractor invoices daily; mail.
- Receive payments (cash/check) and apply to accounts daily.

- Prepare bank deposits daily.

***Performance Indicators:*** (Measures of effectiveness in the position)

- Performs the above listed responsibilities accurately, timely and safely.
- Must speak and write well; ability to represent company's position well.
- Demonstrated ability to use all appropriate software in performance of job.
- Creates a strong working relationship with all external vendor bookkeeping departments. (AP)
- Maintains strong relationships with service end customers and contractors, supporting collection activity as directed, and increasing the company's referral network and customer base. (AR)
- Maintains own skills through development and by attending classes, seminars and other appropriate venues for learning.
- Acts in accordance with company core values, mission and vision.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties and skills required for this job classification.