

Role/Title Accounts Payable Clerk	Department: 560
Reports to: Account Manager	Date: 10/1/2013

Primary Job Function:

- Data Entry – Vouchering PO's
- Work w/ purchasing on PO quantity and cost differences in a timely manner
- Match AP check copies to invoices and file
- Stuff and mail weekly A/P checks for all entities
- File all packing slips received in accounting on a weekly basis
- Maintain vendor files including making new vendor folders as needed for Lastec, LLC, Wood-Mizer, LLC and other entities
- Send & confirm receipt of completed IRS Form W-9 for all new and existing vendors
- Enter Debit and Credit memos
- Assist with multiple tasks for Finance Department
- Respond to incoming vendor calls, vendor statement reconciliations and emails accordingly
- Other duties as assigned

Requirements:

Education: Associates in Accounting or related field, required

Experience: 1-3 years in Accounting

Knowledge: Computer literate

Skills: High degree of confidentiality. Handle multiple tasks at one time,
Excellent verbal and written communication.

If interested, please submit a resume to hr@woodmizer.com