

**RSR GROUP, INC.  
JOB DESCRIPTION**

**TITLE: Accounts Payable Specialist**

**IMMEDIATE SUPERVISOR: Accounting Manager (AP)**

**DATE SUBMITTED: March 26, 2021**

**POSITION SUMMARY:**

This position is responsible for verifying the information on each vendor invoice, processing payments in a timely manner to take advantage of vendor discounts, and maintaining invoice and inventory receipt status reports.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Open, stamp, and calculate the appropriate discounts on all incoming invoices and credit memos.

Match all inventory receipts to the appropriate invoice, checking all information to verify its accuracy.

Submit "RFBA" (Request for Buyer's Assistance) forms for any shipping and/or billing errors and make changes to the average cost and sales history in the system, as needed.

Enter vendor invoices into the computer, run an edit list and adding machine tape to verify both the input and total figure of all invoices, and post and file in the Open Payables files.

Batch all invoices that are to be paid, run an adding machine tape independent of the system to ensure that all items to be paid are included, stamp all invoices paid, and file invoices in the paid bills file.

Process daily check runs for all invoices that are due, log the checks into the check log, and have the check log reviewed by management.

Inform vendors of any shipping and/or billing discrepancies by sending an email to the vendor at the time the invoice is keyed into the system and including a copy of that email with the check.

Run and post the check register at the end of the day, provide the check register and the check log to management for approval, and file the check register in Accounts Payable.

Maintain the Missing Product report on a daily basis.

Maintain the Packing Slip report on a daily basis.

Assist with processing all drop ship orders in the system.

Assist with the daily check run for any checks needed, including refund checks.

Assist with accounts receivable tasks as requested.

**EMPLOYEES SUPERVISED:** None

**QUALIFICATIONS:**

The Account Payable Specialist must be able to effectively communicate, both verbally and in writing, with vendors and co-workers. This individual must be proficient in Microsoft Word, Excel, or similar applications. Strong multi-tasking, organizational, and follow up skills are required. This position requires a high level of accuracy and attention to detail.

**Physical demands:**

While performing the duties of the Accounts Payable Specialist, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision ability required include close vision, distance vision, peripheral vision and ability to adjust focus. Occasional lifting and moving of product is required.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.**