



Job Title	Accounts Payable Clerk/Payroll Clerk
FLSA	Full-time, Non-Exempt (non-union)
Salary	██████████
Reports To	Finance Director

Job Purpose

The accounts payable clerk will be responsible for processing all company invoices and vendor payments in an accurate, efficient and timely manner.

Duties and Responsibilities

- Pays vendors by scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments and voids for GPTC and Metro Center
- Pays employees by receiving and verifying conference expense reports and requests for reimbursements
- Reconciles processed work by verifying entries and comparing system reports to vendor documentation.
- Charges and records expenses to correct ledger accounts and cost centers by analyzing invoice/expense reports
- Submits accounts payable ledger information to Staff Accountant/Accounts Receivable for monthly reconciliation
- Prepares monthly accounts payable check register reports for board meetings
- Organizes and maintains vendor payment files and other payable records
- Completes and files annual IRS 1099 forms
- Disburses and reimburses petty cash by recording entry; verifying documentation.
- Protects organization's value by keeping information confidential

Qualifications

GPTC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Reasonable accommodations will be made for applicants at their request.

- High School Diploma
- 1-2 years of coursework in Business or Accounting (preferred)
- Experience with tracking budget expenses
- Attention to detail, thorough, organized, ability to analyzing information
- Ability to form and maintain vendor relationships,
- PC Proficiency, Data Entry Skills, General Math Skills
- English reading, writing and speaking proficiency

Working conditions

Office environment

Physical requirements

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

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