

# Accounting Clerk – Accounts Payable Job Description



**Area:** Finance

**FLSA Status:** Non-Exempt

**Reports to:** Controller

**Supervisory Responsibility:** None

**Date of Job Description Revision:** March 2023

**Primary Role:**

Process steel and processor invoices for payment

**Responsibilities:**

- Model the Pacesetter Way in daily job activities.
- Provide a return on investment and a contribution to profitability.
- Be responsible for all activities in the steel and processor account's payable function.
- Ensure timely payment of vendor invoices.
- Maintain accurate records and control reports.
- Review accounting reports and accounts payable registers for accuracy.
- Prepare responses to information requests for external auditors and for bank exam.
- Receive all off-premises inventories pertaining to mill shipments and stock transfers.
- Reconcile off-premises inventories.
- Match domestic and foreign steel purchased with steel received. Reconcile and properly record discrepancies.
- Update various reports: Inventory Increase/Decrease Report (daily, weekly monthly), AP Payment Schedule, Cash Requirements, Daily Availability Forecast (Cash Update) and others as requested.
- Issue debits and credits to suppliers for pricing and miscellaneous invoice discrepancies.
- Process claim debits and credits to suppliers and make appropriate inventory adjustments.
- Correspond and resolve issues with suppliers and processors regarding pricing and invoice discrepancies.
- Perform month end responsibilities - Accrual reports, In transit report, Fixed Asset depreciation, Processor payables, A/P adjustment report.
- Assist in approving processing invoices with production reports.
- Make inventory adjustments as required – weight, cost, dispositions, etc.
- Cross trained to perform as needed on: Off premise production, A/R cash posting, credit requests, credit request responses.

**Skills/Education Required:**

- High School Diploma or Equivalent and 2-3 years of related experience
- Proficiency with accounting software and MS Office Suite (particularly Excel)
- Familiarity with accounting concepts particularly account payable and inventory, practices, and procedures
- Able to operate a 10 key calculator by touch.
- Mathematical aptitude
- Organized and detail oriented.
- Able to work in a team environment.

I understand and agree to perform the responsibilities listed above:

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Associate Signature

\_\_\_\_\_  
Date