

**Dow-Key Microwave Corporation
Job Description For
Accounts Payable Administrator**

Summary:

Responsible for administering the accounts payable function for a business unit, following policies and procedures established by the Controller and Accounting Manager.

Typical Responsibilities:

- Batch processes invoices and vouchers through computer.
- Makes Bi-weekly check run for payables.
- Provides figures along with details for period end accruals.
- Files all paid bills in a timely manner.
- Processes sales commissions payments
- Process 1099's.
- Reconciliation of various general ledger accounts.
- Reconciliation of vendor statement of accounts.
- Research and process discrepant invoices and receiving errors.
- Reconcile and research other AP reports to ensure accuracy to financials.
- Perform other duties as assigned.

Supervision: Does not supervise anyone

Knowledge Skills and Abilities:

- Two years of college level accounting coursework preferred.
- At least one to two years experience administering the accounts payable function of a company.
- Able to communicate efficiently and professionally with internal and external customers both orally and in writing is required.

Physical Requirements:

- Able to read documents and computer screens
- Able to move around an office building and up stairs
- Able to sit/stand for long periods of time
- Able to type on a computer keyboard
- Able to communicate through a telephone
- Able to communicate with co-workers