

**CLOVERLAND ELECTRIC COOPERATIVE**  
**ACCOUNTS PAYABLE SPECIALIST**  
**STATUS: FULL TIME | NON-EXEMPT**  
**JOB CODE: 33-2411**

**1. POSITION OBJECTIVES:** To provide support to the Accounting Department by posting various records and invoices. Responsible for review and processing of accounts payable invoices and entering accounts payable information on IVUE coded to proper accounts.

**2. PRINCIPAL DUTIES & RESPONSIBILITIES:**

- a. Receives and sorts vendor invoices, prepares them for vouching. Assigns the proper account to each item billed and verifies quantity and pricing to system or local purchase order and packing slips.
- b. Submits coded invoices to managers for approval. Reviews vendor statements--tracks outstanding invoices.
- c. Batches and accurately enters accounts payable invoices into computer system.
- d. Batches, acquire approvals, prints and prepares for weekly check run. Prepares remittance advice and/or ACH direct deposit for mailing.
- e. Maintains vendor file. Verifies legitimacy of new vendors, coordinates new vendors with Purchasing Manager. Obtains new vendor 1099 information.
- f. Reconciles Accounts Payable module to General Ledger each month.
- g. Prepares monthly check register for Board of Directors.
- h. Completes credit applications for vendors as requested.
- i. Process daily material/inventory scan sheets.
- j. Processes fuel bills for online and/or check payments each month.
- k. Gather monthly receipts and process credit card bills for payment.
- l. Annually, prepares 1099-MISC forms and 1096 Form. Submits/mails to IRS by due date
- m. Performs all other accounting duties as directed.

**3. POSITION SPECIFICATIONS:**

This non-union position is paid hourly and is non-exempt under the provisions of the Fair Labor Standards Act.

**4. EDUCATION AND EXPERIENCE:**

- a. High school diploma or GED required.
- b. An associate's degree in accounting is preferred.

**5. KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Background in the basics of accounting principles.
- b. Proficient with computers including MS-Office software.

- c. Must be proficient with Excel software.
- d. Must be a team player with high integrity, good personal habits, regular work attendance, courteous and friendly, and able to work with diverse groups of people.

**6. REPORTING RELATIONSHIPS:**

- a. Reports to: Assistant Comptroller
- b. Supervises: None

**JOB DESCRIPTION ACKNOWLEDGEMENT**

This job description is not intended to be all-inclusive. Job descriptions are subject to modification to reasonably accommodate individuals with disabilities, depending on risk to health and safety of the employee and/or others. The basic requirement of every position is to perform all tasks as assigned. Duties and scope of position may change based on needs of the Cooperative. This job description does not constitute a written or implied contract of employment.

Cloverland Electric Cooperative staff members are required to work in a safe manner and in accordance with the procedures listed in the Cooperative's Safety Manual. Cloverland Electric Cooperative is an equal opportunity provider and employer.

I have received, reviewed and fully understand the job description for Accounts Payable Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_