



Accounts Payable Associate - Label

Department: Label

FLSA Status: Non-Exempt

Work Schedule: Monday – Friday -flexible

Positions Supervised: None

Job Status: Full-Time

Reports To: Label Controller

Amount of Travel Required: No travel required

POSITION SUMMARY

The Accounts Payable Associate is responsible for all aspects of the Accounts Payable area for the Heartland Label Division. Essential duties include, but are not limited to, entering invoices, processing credits, processing expenses reports, ensuring vendors are paid timely and filing relevant documents when needed. Reporting to Division Controller, this position is the sole contact for all Accounts Payable processes and issues for our manufacturing plants.

ESSENTIAL FUNCTIONS

- Primary contact point for all Accounts Payable function of the Label Division.
- Act as point of contact for all internal Label departments and personnel.
- Manage workflow of the department to meet appropriate deadlines.
- Data entry of all vendor invoices and credit memos.
- Responsible for 3-way match process for all inventoried items.
- Timely process and pay employee expense reports.
- Resolve all vendor inquiries.
- Manage the payment of vendor invoices.
- File and manage support documentation.
- Provide input regarding process improvements and participate in implementation process.
- Performs other related duties as required and assigned.

POSITION QUALIFICATIONS

- *Accuracy – Ability to perform work accurately and thoroughly*
- *Communication, Oral – Ability to communicate effectively with others*
- *Conflict Resolution – Ability to deal with others in an antagonistic situation*
- *Decision Making – Ability to make critical decisions while following company procedures*
- *Energetic – Ability to work at a sustained pace and produce quality work*
- *Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards*
- *Innovative – Ability to look beyond the standard solutions*
- *Motivation – Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability*

SKILLS & ABILITIES

- Education: *Associate degree (Two Year College or Technical School), preferred*
- Experience: *prior accounts payable experience in a manufacturing setting is preferred.*
- Computer Skills: *Must be proficient using a computer.*

PHYSICAL DEMANDS

Stand	O
Walk	F
Sit	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	N
Bend	N

Lift/Carry

10 lbs or less	O
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Key:

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT:

Professional Office Work Environment

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Prepared by: _____

Date: _____

Approval Signature: _____

Date: _____

Approval: _____

Date: _____

Approval: _____

Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.