



---

## Position Description

**Position Title:** Finance Clerk (Accounts Payable)

**Department:** Accounting

**Classification:** Hourly, Full Time

**Location:** Ascutney, VT

**Compensation Range:** \$21.00-\$24.00/hour

**Approved By:** Scott Sweet

---

### Reporting Relationships

**Position Reports to:** Ian Cross, Controller

**Positions Supervised:** None

---

### Position Purpose

The Finance Clerk (Accounts Payable) is responsible for providing accurate, reliable and professional accounting and administrative support to the Accounting Department and other internal stakeholders as required. This position maintains financial records, processes payable transactions, supports payroll and job cost activities, and ensures accounting documentation is properly controlled, organized, and safeguarded.

This role has a high degree of attention to detail, sound judgement, confidentiality, and adherence to accounting principles, internal controls, and Company policies.

---

### Essential Functions and Basic Duties

#### 1. Accounting and Clerical Support

- Maintain and organize accounting records, including general ledger entries, accounts payable documentation, job cost records, equipment records, and payroll-related files.
- Prepare, input and verify payable transactions for accuracy and completeness.
- Enter financial data from multiple sources into the general ledger system in accordance with established procedures.

- Process accounts payable check runs and ensures proper documentation and authorization.
  - Maintain individual vendor and accounts payable master files.
  - Provide backup support for incoming phone calls and direct inquiries to appropriate personnel.
- 2. Problem Resolution and Documentation Control**
- Research discrepancies, variances, and documentation issues using available records and supporting information.
  - Resolves issues independently when appropriate or escalate findings with clear supporting detail.
  - Apply analytical thinking and sound reasoning to identify root causes and recommend corrective actions.
- 3. Communication and Coordination**
- Maintain effective working relationships with internal departments to exchange information and resolve accounting-related matters.
  - Communicate clearly and professionally with vendors, internal personnel, and management.
  - Provide accounting assistance and support to department personnel as operational needs require.
  - Keep management advised of work status, unusual transactions, or material issues requiring attention.
- 4. Work Environment, Safety, and Professional Standards**
- Maintain a clean, organized and secure work area that protects confidential financial information.
  - Follow all Company safety policies and procedures, including safe office practices and general ergonomic guidelines.
  - Demonstrate a safety-conscious mindset by identifying and reporting unsafe conditions, hazards or procedural risks.
  - Support a culture of compliance, accountability, and professionalism within the workplace.
  - Complete special projects and additional duties as assigned.
- 

## **Performance Expectations**

- Financial documents, records, and reports are prepared accurately, thoroughly reviewed, and completed within the established deadlines.
- Departmental files and records are maintained in an orderly, secure, and audit-ready condition.
- Account reconciliations are performed correctly and completed within the required reporting cycles.

- Communication with personnel and management is clear, professional and constructive.
  - Accounting functions are performed in compliance with Company policies, internal controls, and applicable accounting standards.
  - Demonstrates consistent reliability, discretion, and professional judgment.
- 

## **Qualifications**

**Education/Certification:** High School graduate or equivalent required.

**Required Knowledge:** Proficiency with accounting-related computer applications, including Microsoft Word, Excel and Outlook.  
Working knowledge of accounts payable processes and basic accounting principles.

**Experience Required:** 3 to 5 years of accounts payable or related experience required.  
Demonstrated experience with data entry, document control, and financial recording keeping.

**Skills and Abilities:**

Strong data entry accuracy and attention to detail.  
Effective organizational and time management skills.  
Ability to analyze information and resolve discrepancies.  
Strong written and verbal communication skills.  
Ability to communicate effectively with internal departments and external vendors.  
Proficiency with office-related equipment, including computers, printers, copiers, fax machines, and telephones.

---

