Date: 11/15/2021

Last Revised: November 2021

Reports to: AP Supervisor

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**AP/AR Administrator**

**Position Summary:**

The AP/AR Administrator assists in the entry, review and approvals for Accounts Payable Invoices. They will also assist in Accounts Receivable with the processing of Customer Invoices to be sent to our customers and review and updates on the payment statuses of these. Other AP duties to be included are preparation of Invoices to be paid weekly, running checks as needed and supplier onboarding and reviews.

The position will be based in Tazewell, VA or Charlotte, NC with 10-20% travel to other office as needed.

**Primary Responsibilities and Accountabilities:**

**General Accounting:**

* Posts invoices to the Accounts Payable module
* Issue checks and upload payments from the Accounts Payable module as needed
* Prepare documentation and post journal entries for accounting activity such as accruals, prepayments, and other miscellaneous entries needed
* Assist in inter-company settlement process
* Review accounting transactions for coding accuracy and correct as needed
* Assist in preparation of monthly account reconciliations
* Maintain general ledger schedules and research reconciliation issues.
* Assist with monthly closing
* Miscellaneous other projects as appropriate (special projects deemed necessary or spreadsheet analysis)

**Education/Work Experience**

* Associates or Bachelor’s degree in Accounting, Finance or related field or equivalent combination of education and experience.

**Capabilities/Skills:**

* Must possess excellent interpersonal and communications skills
* Proficient skills in Microsoft Office
* Intermediate skills in Microsoft Excel
* Strong analytical skills, being career driven
* Able to handle multiple duties and responsibilities in a fast-paced environment
* Able to work with minimal supervision

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work

performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of

employees assigned to this job.

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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