



POSITION DESCRIPTION

POSITION TITLE: Accounts Payable Clerk

DEPARTMENT: Finance

REPORTING RELATIONSHIPS

FLSA Status: Non-Exempt

POSITION REPORTS TO: Director of Finance

POSITIONS MANAGED: None

POSITION PURPOSE

This individual is responsible for supporting the Accounting Department. Responsibilities will specifically be focused on processing accounts payable invoices, , assisting plant accounting and purchasing with clearing goods receipt issues, and assisting in the month end close process. This person is also responsible for answering collection and vendor phone calls, researching issues, and providing resolutions. This individual is responsible for assisting with cost variance analysis on a regular basis, including analyzing inventory, researching discrepancies, and working with the purchasing department to make necessary corrections. The individual will also demonstrate excellent analytical, communication and organizational skills, high accuracy, attention to detail, and will contribute to a positive team atmosphere.

PERSONAL ATTRIBUTES & QUALIFICATIONS:

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Minimum of a high school diploma, or equivalent
2. Must have 2-3 years basic accounting experience including general ledger, journal entries, account reconciliation, and analysis. Variance analysis is a plus.
3. Experience in inventory and/or purchasing is a plus.
4. Proficient computer skills, including MS Office and Excel are mandatory.
5. Must be detail oriented, well organized, able to manage time effectively and efficiently, and able to work independently.

JOB DUTIES:

1. Process inventory invoices including matching invoices to purchase order receipts, account coding, data entry into accounting system, and preparing weekly check runs.
2. Process all Canadian invoices and Canadian expense reports including data entry into accounting system, preparing weekly check runs, and obtaining approvals.
3. Process Bona AB invoices, including creating and maintaining freight/duty spreadsheets, reconciling monthly statement to A/P aging, preparing invoices for wire transfer, and data entry into accounting system.
4. Identify process improvement opportunities and recommend solutions. Elevate ideas to manager and finance senior leadership.

5. Assist with expense accruals as part of month end close process and provide input to purchasing department on new item setup.
 6. Work with Plant Materials Manager and purchasing department to investigate payment issues and make necessary corrections.
 7. Process monthly American Express corporate card payment and ensure corporate card expense reports are completed timely in SutiExpense. This includes helping prepare monthly journal entry to apply payment to appropriate cost centers g/l accounts.
 8. Assist with the annual audit process including price testing and water reconciliation.
 9. Answer and respond timely to vendor phone calls.
 10. Train new employees.
 11. Back-up and support team members during absences and/or heavy volume times.
 12. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
 13. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Completes appropriate amount of projects within the given timeframe.
3. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Customer Orientation** – Views the organization through the eyes of the customer, anticipates and meets customer needs, solicits customer feedback to improve service, responds promptly, and effectively manages difficult or emotional customer situations
5. **Patience** – Allows others to make mistakes without a negative reaction, allows others to learn or understand at their own pace, listens to others before forming a response, and takes the necessary time to work through obstacles.
6. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
7. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
8. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of

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interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.

9. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
10. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
11. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily
12. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

Salary/ Wage Range \$20.00 to \$26.00

Compensation for the role will depend on a number of factors, including a candidate's qualifications, skills, competencies and experience and may fall outside of the range shown. Bona offers a competitive total rewards package, which includes a 401k match, Open PTO, healthcare coverage and a broad

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range of other benefits. Learn more at <https://us.bona.com/companyInfo/work-at-bona.html>

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Date: _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.