



Ever Upward, *Naturally.*

# Western Excelsior Corporation Accounts Payable/Payroll Clerk Job Description

<b>Job Title:</b>	<b>Accounts Payable/Payroll Clerk</b>
<b>Reports To:</b>	<b>Controller</b>
<b>FLSA Status:</b>	<b>Non-Exempt, Hourly 32 Hours a week to start, benefit eligible</b>
<b>Last Revised:</b>	<b>June 26, 2016</b>

Western Excelsior Corporation (WEC) is a privately-held SMB whose mission is “***Creating value and trust through engineered environmental stewardship.***” This value creation is predominantly focused on supporting the soil stabilization aspects of civil engineering projects. WEC is one of the country’s largest manufacturers of temporary and permanent erosion control products.

## Summary:

- This position will receive, process, verify, reconcile, and pay vendor invoices. This position will also be responsible for entering and running the bi-weekly payroll, entering daily cash receipts, as well as daily production numbers into the accounting system . All employees of Western Excelsior are expected to demonstrate a commitment to our Mission, Vision, Core Values and Guiding Principles.

## Required Skills:

- Communicate effectively in both oral and written English
- Keyboarding and 10-key
- Ability to run office equipment: copy machine, fax, scanner, printer, multi-line phone
- Ability to read, write, and comprehend simple to complex instructions, short correspondence and memos
- Motivation and drive to set goals and accomplish daily tasks
- Math and calculations: strong aptitude for math and basic accounting
- Reasoning and analyzing: ability to exercise initiative, judgment and decision making
- Maintain confidentiality when processing sensitive information
- Strong organizational skills: ability to manage multiple projects at once, keep information organized and meet deadlines
- Knowledge of computer programs/software: AP/AR, payroll, shared calendars, email, internet, Word, and Excel
- Excellent customer service skills for both internal and external customers
- High level of pride and ownership in work outcomes.
- Maintain working relationships with all team members.
- Be flexible to perform any work that is necessary.
- Willingness to help co-workers.
- Pass drug and/or alcohol test.

## Desirable Skills:

- Three + years of previous experience in accounts payable and/or payroll

## Education Requirements:

- High School Diploma or equivalent.



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## **Essential Job Functions:**

### **Accounts Payable**

- Maintain and update vendor records in the system, including new vendors (ensuring that W-9's are received), changes in vendor terms/discounts, changes in vendor remit to addresses, etc.
- Ensure that invoices are approved by appropriate individual prior to entering in system or obtain appropriate approval prior to entering. Ensure that dollar amounts agree to what was approved.
- Enter the invoices in the system and ensure that the invoices are coded to the proper general ledger account. Perform three way match.
- Ensure that tax liabilities are coded in the system and paid only on appropriate orders. Supply new vendors with sales tax exemption certificates, as required.
- Monitor credits received from vendors and ensure that these are applied against future invoices or refund checks are cut
- Process a/p checks timely, accurately, and by monitoring discounts available based on cash funds as approved by Controller
- Maintain all accounts payable reports and files
- Process the 1099's on an annual basis
- Work with vendors on any issues/questions that may arise

### **Payroll**

- Ensure that timesheets have been properly approved before processing.
- Responsible for end to end payroll processing, including keying time cards, calculating and reviewing tax calculations, and processing checks and direct deposits, timely and accurately.
- Maintain all filings to support the payroll run timely. Complete the payroll checklist.
- Resolve payroll discrepancies by collecting and analyzing information
- Provide payroll information by answering questions and requests
- Respond to wage and employment verifications (for loans, child support, unemployment, etc)
- Protects the company's value by keeping information confidential.
- Process W-2's on an annual basis
- Stay up to date on any payroll tax law changes

### **Accounts Receivable**

- Receives the daily lock-box report from the bank, credit card payments, and other cash receipt information and enters the payments against the customer accounts daily and accurately.

### **Production**

- Enters the daily production for our production facilities into the accounting system daily and accurately

### **General**

- Special projects as they arise.
- Report for work in a timely and prepared fashion.
- Demonstrate commitment to the Core Values.
- Regular attendance is required.
- Attend safety meetings and other meetings approved by management.



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- Demonstrate commitment to identifying problems and improving:
  - Workplace Safety,
  - Product Quality, and
  - Our ability to deliver our customers a superior product.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, employee is required to:

- Use hands to, write, keyboard, finger, handle and/or feel and grasp;
- Frequently reach or hold with hands and arms;
- Sit for extended periods of time;
- Talk and hear well enough to effectively communicate with others;
- Lift and/or move up to 15 lbs occasionally
- Use eyes to input data from a variety of sources.

I have read and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
WEC Representative-Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
WEC Rep Signature