



JOB DESCRIPTION

Title: Account Payables Associate III
Reports to: Controller
Department: Finance
Classification: Non-Exempt

Company Information:

Origami Owl is a direct sales customizable jewelry company started by a 14-year-old girl with a big dream. Our mission is to be a force for good; to love, motivate and inspire people of all ages to reach their dreams and empower them to make a difference in the lives of others. We believe in inspiring and equipping both our sales force and corporate team to live well-balanced, successful, and transformational lives. We live by the Golden Rule, and highly value family unity, respect, personal growth, positivity, and a pay-it-forward mindset.

Position Summary:

The Payable Associate is responsible for processing of timely and accurate AP transactions and assisting the Finance team with daily operations of each segment of the company.

Essential Duties/Tasks/Responsibilities

DAILY

- Process PO Invoices and Non-PO Invoices into accounting system
- Manage approval routings in Concur for Non-PO invoices
- Post daily transactions from Amex and associate bank
- Download invoices from vendors and send for approval in CONCUR
- Process approved payments through various portals (Exigo, Century Link, etc.)
- Review PO Clearing report and unapplied payments
- Reconcile unapplied payments to open invoices in SAGE
- Export invoices from CONCUR and import into SAGE
- Post payments in account system
- Research PO aging report weekly & send outstanding items to Purchasing for guidance
- Responsible for vendor W-9 documentation & annual 1099 reporting
- Complete weekly aging report for approval from VP & Controller
- Enter approved payments to vendors & commissions into bank for approval
- Complete monthly AP accrual for processing
- Manage Payable in box
- Review expenses report and process
- Prepare payment vouchers
- Set up new vendors in SAGE & CONCUR
- Clarify any questionable invoice
- Review vendor's account on a regular basis
- Reconcile vendor statements

MONTHLY

- Review and process accrual invoices into accounting system for month-end closes.
- Assisting in streamlining the accounts payable process
- Update KPI reporting summary to management
- Assisting with audit support as necessary

Competencies | Skills

- Accounts Payable
- Billing
- Invoice management & verification
- Payment posting & processing
- GAAP Standards
- AP automation software

Minimum Job Requirements

- Two to four years of relevant experience
- Bachelor's degree in Accounting or Finance preferred
- Proficient knowledge of accounting principals & procedures
- Strong attention to detail with excellent analytic skills, highly organized, computer literate
- Ability to work independently and meet aggressive deadlines
- High level of customer services skill both internally and externally
- Excellent verbal and written communication
- Direct Sales experience a plus
- SAGE 500 experience a plus

These responsibilities must be able to be performed with or without reasonable accommodations. While performing the duties of this job the employee must be able to sit continuously to perform essential job functions throughout the entire shift. May require walking primarily on a level surface for periodic periods, throughout the day. Requires interacting with others, interpreting spoken messages, constant keyboarding, sitting, hearing and talking are required. The employee will occasionally stand and walk, and infrequent bending at the waist, twisting of the upper body, kneeling, being mobile on even surfaces, squeezing and crouching are also required. Requires infrequent lifting and carrying of 1-25 pounds.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.

Origami Owl is an Equal Opportunity Employer