



Job Title: Accounts Payable

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|-------------------------|---|-------------------------|--------------------|
| Division: | Admin Shared Services | Job Code: | 700 |
| Location: | Main Office 8955 Sunnyview Rd Salem, OR 97305 | Travel Required: | None |
| Level\Pay Range: | Specialist \ \$16-\$25/hr DOE | Position Type: | Hourly, non-exempt |
| Reports to: | Controller | | |

Job Description

PURPOSE

The purpose of this job is to accurately maintain the accounts payable cycle of accounting in a timely way, helping to fulfill Pratum’s overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

TASKS & RESPONSIBILITIES

- Daily
 - Analyze, code, post and verify invoices payable using computer accounting systems.
 - Open email/mail and distribute invoices for approval by purchasers/managers.
 - Maintain files of payable records per vendor.
 - Create and post journal entries as needed.
 - Post EFT payments.
 - Create and post cleaning and shipping reports for seed.
 - Reconcile or note and report discrepancies in payable records.
 - Access system to answer general payable questions and those related to specific accounts.
 - Assist with general office duties such as filing, ordering office supplies, counting cash, taking orders, answering telephones and handling routine correspondence.
- Weekly
 - Perform routine weekly check runs for approved invoices to ensure vendors are paid on time, mail checks, file check backup
 - Cut settlement checks
- Monthly
 - Pull credit card statements and create spreadsheets for coding.
 - Reconcile vendor statements to make sure accounts are current
 - Track vendor pre-pay balances



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- Annual
 - Create and mail Vendor 1099s

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers
 - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
 - **Results Oriented:** delivering on your promises
 - **Teamwork:** respecting one another with humility, working with the ag management team
 - **Stewardship:** careful and responsible management of our resources and environment
 - **Customer Service:** exceeding expectations of those we serve
- Motivated to contribute to Pratum’s success and the fulfillment of our mission, vision and values
- Good math and organizational skills with the ability to prioritize multiple assignments
- Willingness to work overtime and some Saturdays during the busy seasons
- Positive attitude that contributes to a winning culture

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Associates degree or higher in accounting preferred
- Some experience in accounts payable preferred

PREFERRED SKILLS

- Proficiency with MS Office products: Excel, Word, Outlook, etc.
- Internet proficiency: navigating the internet to find information

| | | | |
|---------------------|--------------------------|--------|---|
| Prepared By: | Mark Garland, HR Manager | Date: | March 21, 2018 |
| Approved By: | | Date: | Click here to enter a date. |
| Last Updated By: | Tim Misener, Controller | Date: | February 22, 2021 |
| Employee Name: | | Email: | |
| Employee Signature: | | Date: | |



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Physical Requirements

General Notes:

Primarily an office administrative position with minimal physical requirements

Tools & Equipment Used:

Typical office equipment, computers, etc.

ENDURANCE

| | Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% | Total Hours At one time | Total Hours in a work day |
|-------------------|-------|----------------|-----------------|-----------------|-----------------------|----------------------------|------------------------------|
| Sitting | | | | | X | 2 | 8 |
| Standing | | | X | | | | |
| Walking | | | X | | | | |
| Change Positions? | | | X | | | | |

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

| | Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% |
|--|-------|----------------|-----------------|-----------------|-----------------------|
| | | | | X | |
| | | X | | | |
| | | X | | | |
| | X | | | | |

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

| | Never | Seldom 1-5% | Occas. 6-33% | Freq. 34-66% | Continuous 67-100% |
|--|-------|----------------|-----------------|-----------------|-----------------------|
| | | | X | | |
| | | X | | | |
| | | X | | | |
| | | X | | | |
| | X | | | | |
| | | X | | | |
| | X | | | | |
| | | X | | | |
| | | | X | | |
| | X | | | | |

ENVIRONMENT: Inside 100 % of time Outside 0 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

| Print Name | Title | Signature | Date |
|------------|-------|-----------|------|
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