



Job Description

Job Title: Accounts Payable Clerk			
Division:	Admin Shared Services	Hours:	
Location:	2995 Ryan Drive SE Salem, OR 97301	Travel Required:	No
Level\Pay Range:	Specialist \ \$16 – 23/hr. DOE	Position Type:	Hourly, non-exempt
Reports to:	Controller	Work Schedule:	8am to 5pm Mon-Fri

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, scan 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.
 - 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, 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
 - Process biweekly ACH payments through accounting system
- Monthly
 - Reconcile vendor statements to make sure accounts are current
- Annual
 - Create and mail Vendor 1099s



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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
- 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
- Minimum typing speed of 50 WPM, and minimum 10 key speed of 10,000 KPH. This will be verified during the interview process

PREFERRED SKILLS

- Proficiency with MS Office products: Excel, Word, Outlook, etc.
- Internet proficiency: navigating the internet to find information
- Experience with, or ability to adapt to a paperless work environment

Prepared By:	Mark Garland, HR Manager	Date:	March 21, 2018
Approved By:	Tim Misener, Controller	Date:	August 1, 2022
Last Updated By:	Brandi Hollstein, HR Generalist	Date:	August 1, 2022
Employee Name:		Email:	
Employee Signature:		Date:	

Physical Requirements



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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%
1-20 lbs				X	
21-50 lbs		X			
51-75 lbs		X			
>75 lbs	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%
Bend/Stoop			X		
Twist		X			
Crouch/squat		X			
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface	X				
Climb Steps/Ladder		X			
Work at heights	X				
Reach at or above Shoulder		X			
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing			X		
Operate foot controls	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