



1425 Highway 25 N.  
Tishomingo, Mississippi 38873  
800.255.4345  
www.duraclass.com

## **TBEI**

### **Job Description**

**Job Title:** AP/AR Clerk, Tishomingo

**Department:** Finance

**Reports To:** Controller

#### **SUMMARY**

Compiles and maintains accounts payable and accounts receivable records by performing the following duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Accounts Payable:

- Vouchering Invoices for payment within an ERP system via the 3-way matching process – Purchase Order to Receiver to Invoice.
- Audits freight bills against freight manifests.
- Creates weekly Check Runs.
- Maintains Capital Project documents and expenditures.
- Maintains Certificates of Insurance as needed.

Accounts Receivable:

- Applies cash to appropriate customer balances.
- Creates invoices for daily shipments.
- Customer Collections
- Customer Credit Reviews
- Customer documentation

General

- Provides AP/AR support for all questions/issues as necessary.
- Assists in monthly closings and intercompany reconciliations.
- Provides supporting documentation for Corp Audit requests.
- Assists with special projects, as necessary.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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## **EDUCATION and/or EXPERIENCE**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or 2 to 5 years related experience and/or training; or equivalent combination of education and experience.
- File Folder/ File Sharing experience required – basic understanding of shared drives and file organization.
- ERP experience required– Infor Syteline preferred
- Microsoft Excel experience required – basic formulas and formatting.
- Email correspondence – ability to communicate effectively and professionally, providing supporting documents and or data as required.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business communication/regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management and/or outside sources.

## **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here 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 duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Any other duties assigned by Controller.