BRIDGEVIEW BANK GROUP

JOB DESCRIPTION

Job Title	Accounts Payable Clerk - BBMC		
Reports to	VP of Finance	*EE Type*	**Non-exempt**

POSITION PURPOSE

Under the direct supervision of the VP of Finance, the Accounts Payable Clerk will complete vendor payments and control departmental expenses by receiving, processing, verifying, and reconciling very detailed invoices and reports. The Account payable clerk will process accounts payable transactions including but not limited to invoices, purchase orders, vendor maintenance, credit memos and stop payments in a timely and accurate manner.

COMPETENCIES

- **Change orientation**– Displays openness to change with a positive attitude.
- **Customer Focus –** Understand the needs of our customers and seeks clarification as needed. Responds to customers in a professional and knowledgeable manner.
- **Accountability –** Takes personal accountability and ownership of assigned area.
- **Self - Motivation –** Is proactive and takes initiative to develop skill sets that enhance career opportunities.
- **Teamwork –** Works cooperatively and collaboratively with others, and supports the success of the overall team and BBG. Participates as a team member; follows through on commitments; shares information and resources; supports decisions 100% regardless of viewpoint.
- **Values and Respects Others –** Encourages and supports diversity of thoughts and ideas of teammates. Demonstrates honest, ethical behavior at all times; treating all people fairly and makes them feel valued. Builds positive relationships with Bank employees.

PRINCIPLE ACCOUNTABILITIES

- Reconciles processed work by verifying journal entries and comparing system reports to balance transactions
- Charges expenses to appropriate accounts and cost centers by analyzing invoices/expense reports
- Pays external vendors by monitoring discount opportunities; verifying federal id numbers or account number
- Schedules and prepares checks for payments
- Resolves and reviews supplies purchase orders
- reviews contracts and invoices for accuracy
- Investigates payment discrepancies and documentation
- Insures credits are received for outstanding memos
- Issues stop-payments or purchase orders amendments
- Ensures timeliness, accuracy, and completeness of matching vendor invoices to proof of inventory purchases
- Completes payments for employees by receiving and verifying expense reports
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Maintains and files historical records and supporting payment documentation for all outside vendors
- Protects organization's values by keeping information confidential
- Must have working knowledge of all operational compliance with Federal Banking Regulations that may effect this position
- Completes other duties as assigned by supervisors