



<b>Job Title:</b>	Accounts Payable (AP) specialist	<b>Job Category:</b>	Office administration
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	Administration
<b>Location:</b>	Reedsville, WI.	<b>Travel Required:</b>	Negligible
<b>Level/Salary Range:</b>	Hourly	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Kathy Schneider	<b>Date posted:</b>	November 20, 2018
<b>Will Train Applicant(s):</b>	Agris software	<b>Posting Expires:</b>	November 30, 2018
<b>Reports to:</b>	CFO and AP supervisor.		
<b>Internal posting URL:</b>	<a href="http://www.countryvisionscoop.com">www.countryvisionscoop.com</a>		

**Applications Accepted By:**

**FAX OR E-MAIL:**

920-754-2210 or [jjandrey@cvcoop.com](mailto:jjandrey@cvcoop.com)  
 Subject Line: Accounts Payable Specialist  
**Attention:** Jeff Jandrey

**MAIL:**

Jeff Jandrey  
 Country Visions Cooperative  
 709 Mill Street  
 Reedsville, WI 54230-0460

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Responsible to assist AP supervisor and be back up when supervisor is absent.
- Work closely with departments to assure accurate/timely invoice payment.
- Makes sure invoices are coded to correct department and GL account.
- Makes sure all invoices are approved by appropriate employee.
- Researches any invoice or statement that does not appear correct.
- Make sure all AP invoices/statements are filed accurately.
- Report to supervisor any irregularity or unusual invoice or billing.
- Bank account reconciliations.
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Minimum High School education.  
 Experience with Accounting.  
 Experience in office setting.  
 Excel, Word, and Outlook



**PREFERRED SKILLS**

The preferred individual would have experience in an office environment. Phone skills, customer relation skills, computer skills and a team worker are all required.

**ADDITIONAL NOTES**

We are looking for a person with a positive attitude, enjoys working in a team environment and is extremely accurate.

Reviewed By:	Jeff Jandrey	Date:	November 20, 2018
Approved By:		Date:	
Last Updated By:		Date/Time:	