

Accounts Payable Associate Job Description

Purpose

To provide excellent customer experience to all in the Durham Co-op Market community. To maintain accurate, up to date price files and shelf tags for all items in the store. To coordinate store promotional pricing. To maintain store signage for

Status

- Reports To: General Manager
- Status: Non-exempt, Part Time, In Store.
- Pay Rate: \$15/ hr

Essential Responsibilities and Functions

Customer Service

- Proactively engage with customers, acknowledging and greeting them as soon as possible.
- Treat people fairly, consistently, and with respect.
- Provide accurate, polite and enthusiastic service at all times.
- Ensure that customers are not exposed to internal disagreements.
- Investigate and respond to customer requests
- Provide product information and educational materials to customers and staff.
- Always ensure store cleanliness.
- Understand and communicate the value of the co-op, and the particulars of ownership to customers and staff. Work to advance the mission of Durham Co-op Market through outstanding service

Communications

- Communicates honestly, openly and respectfully with everyone in the organization.
- Communications are clear; ensures that they have been understood.
- Stays informed by consistently reading and responding to all forms of communication from others; emails, time clock messages, texts, log books.
- Communicates needs promptly and efficiently.
- Resolves conflicts promptly; asks for assistance as needed.

Department Operations

- Adhere to all training manual contents.
- Read department memos at each shift.
- Become familiar with the products carried at Durham Co-op Market and where they are located throughout the store.
- Review coding and enter accounts payable into Quickbooks Online, Ramp and Bill.com
- Ensure AP Detail reports are accurate.
- Request monthly statements from vendors and that all invoices are paid on time.
- Analyze discrepancies and unpaid invoices
- Maintain vendor files
- Process internal purchases reports
- Perform filing and copying

- Enter general journal entries
- In coordination with POS Manager and accountant create monthly inventory adjustments
- Perform month end closing duties in accordance with the Accounting Workbook and prepare reports for financial reporting.

Personnel

- Adhere to all policy manual contents.
- Coordinate break schedules.
- Attend department meetings and training as requested.
- Participate in evaluations as requested.

General Professionalism

- Model high standard of customer service.
- Uphold all co-op policies.
- Minimize absences and be punctual informing supervisor two hours of shift start time.
- Disseminate ideas, proposals and other information in a clear, effective and timely manner.
- Take frequent opportunities to recognize good work.
- Maintain positive relationships with outside professionals.
- Perform other tasks as needed.
- Perform other tasks assigned by the General Manager.
- Work shifts assigned, informing the General Manager of any difficulties in working assigned shifts as soon as possible. Overtime and Work from Home only approved by General Manager in advance.
- Attend and participate in mandatory staff and department meetings as scheduled.
- Use store computers for business use only.
- Keep supervisor informed of any problems or ideas.
- Know and follow store policies and procedures.

The qualifications, responsibilities and job duties listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to do. Co-op reserves the right to revise this job description at any time and require that employees perform other tasks deemed necessary based on competitive, financial or environmental considerations.

Physical Job Requirements

The physical requirements described here are those that an employee must meet, with or without reasonable accommodation, to successfully perform the essential functions of this job.

- Ability to use computer keyboard, monitor, mouse, telephone, and various office equipment continuously.
- Ability to lift and carry up to 30 pounds frequently.
- Ability to lift and carry up to 50 pounds occasionally.
- Ability to be present and working in assigned area for up to 3 hours without rest.
- Ability to bend, stoop, squat, kneel, climb stairs or ladder.
- Ability to reach above shoulder height occasionally.
- Ability to talk and hear to communicate with customers.
- Finger and hand dexterity with ability to grasp and hold items of different sizes.
- Vision ability – close, distance, peripheral vision and depth perception.
- Ability to read register screen and product and shelf labels.

Working Conditions

The work environment described here is representative of the conditions an employee may encounter while performing the essential functions of this job.

- Frequent exposure to cold, hot, wet or humid conditions.
- Exposure to fumes, airborne particles, hazardous materials ranging from natural to chemical (store products, cleaning products, scents from working in a public setting).

- Exposure to and potential handling of fresh foods including meats and seafood.
- Handling objects that have been handled by the public.
- Frequently performs work standing on cement floors at the cash register.
- May work occasionally in temperature extremes (walk-in freezer, outside warehouse, hot kitchen, etc.).
- Noise level in the store is usually moderate to loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to work well with others in a cooperative environment
- Problem solving
- Experience with ECRS Catapult, Windows Server, SQL preferred.
- Ability to manage and motivate self
- Good communication and listening skills
- Ability to provide superior customer service
- Attention to detail
- Follow through with delegated tasks
- Basic math skills
- Comfort with technology-register functions, scanning technology
- Remain calm under pressure
- Accept direction willingly