



TIKIGAQ Corporation
 Office of Human Resources
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ACCOUNTS PAYABLE TECHNICIAN	
Approved Date: 2024	
Job Code: #####	FLSA : Non Exempt

JOB SUMMARY: The Accounts Payable Technician is responsible for providing and overseeing financial, administrative, and clerical services for all phases of accounts payable processes in order to ensure effective, efficient and accurate records in accordance of both accounting theory and practice.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

- Receive, code, route for payment approval and post accounts payable invoices daily.
- Verify accuracy of invoices, coding to correct account and proper payment authorization prior to payment.
- Monitor status of statements, billings, and ensure timely payment requests from Departments and payments to Vendors.
- Pay and distribute checks processed.
- Balance and reconcile all accounts payable disbursements and post to the general ledger. Prepare reports for distribution as required.
- Setup vendors and maintain secure records for 1099 compliance. Monitor and initiate approval process for new vendors. Maintain and update files and database with changes to addresses, contact information, tax identification number or proof of insurance.
- Accurately file, maintain records after processing and ensure ease of retrieval for both electronic and hard copy documentations.
- Perform other related accounts payable functions and assist with year-end audits, preparation of month end financial statements, and analyze and reconcile 1099's for distribution. Ensure compliance with accounting policies.
- Ensure compliance with policies.
- Perform other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of accounts payable
- Knowledge of Microsoft excel software
- Skill to operate a computer
- Skill to problem solve
- Skill to communicate orally and written
- Skill to multitask
- Skill to meet deadlines

MINIMUM EXPERIENCE QUALIFICATION

A minimum of 4 years experience. Must be able to multi-task and meet multiple deadlines.

PREFERRED EDUCATION

A degree in accounting preferred.

MINIMUM PHYSICAL REQUIREMENTS

Sedentary and light duty type work which requires frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing; Occasional walking or standing; occasional lifting up to 50 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.