



Job Description

Title: Accounts Payable Administrator
Department: Finance & Accounting
Reports to: Accounts Payable Supervisor
Date: November 2021
FLSA Status: Non-exempt
Location: Portland, Oregon
Created by: Director of Compensation & Benefits
Approved by: Controller – North America

SUMMARY

Under general supervision, the Accounts Payable Administrator is responsible for coordinating accounts payable activities of processing, verifying, and reconciling supplier/vendor invoices. The role requires experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required.

ESSENTIAL JOB FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign the functions to this job at any time due to reasonable accommodation or other reasons. Job functions include the following but other duties may be assigned.

- Prepare, input, and process vendor invoices and other information required for weekly payment processing for multiple branches and companies.
- Process high volume invoices through data entry as well as an automated payable system.
- Monitor vendor discount opportunities.
- Investigate and resolve problems associated with processing of invoices and purchase orders by working with on-site or off-site buyers.
- Setup and maintain vendor records in compliance with company policy.
- Respond to vendor calls regarding payment questions and work closely with departments on problem solving and reconciliation.
- Process outgoing payments such as checks, ACH and wires.
- Assist with the maintenance and processing of SAP Concur, company credit cards and Western Union ACH.
- Maintain confidentiality in accordance with company policies and with respect to financial information.
- Work in conjunction with other accounting department staff to accurately capture monthly AP accruals.
- Help identify and implement process improvements.

JOB SCOPE

This position serves as a trained accounts payable administrator reporting directly to the Accounts Payable Supervisor. The position has no direct reports or supervisory responsibility but serves as a source of accounts payable information to management. This position is responsible for ensuring that invoices are paid accurately, timely and in accordance with company procedures and policies.

General discretion and judgement are exercised routinely in the execution of job duties. If errors in judgement or professional execution of responsibilities are made, the consequences to the company can be serious.

INTERPERSONAL CONTACTS

The position interacts daily with company employees on all levels. Externally, the position interacts with company vendors and banking institutions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, safely and in alignment with Cascade's core values. 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.

SKILLS, EDUCATION and/or EXPERIENCE

- Associates degree or equivalent experience
- 3+ years of experience processing accounts payable for a medium to large organization
- Proficiency with Microsoft Office and Adobe Acrobat required
- Experience using JD Edwards highly desirable
- Exceptional time management and organizational skills
- Exceptional track record in managing many details and working with great accuracy
- Proven ability to set priorities and meet deadlines
- Ability to work successfully in a collaborative, team-oriented organization, but also be able to work independently
- Able to proficiently speak, read, write, and understand English required
- Excellent customer service experience and communication skills including interacting with others in-person and through email, using critical thinking skills to respond to inquiries or solve problems

WORKING CONDITIONS

The working conditions, physical demands, and environmental 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.

Work is performed primarily in an office environment that is climate controlled. This is a full-time position. Days and hours worked will mirror the business operations which typically runs Monday -Friday. This position may work more than eight consecutive hours at a time or more than 40 hours in a seven-day work period depending on work demands.

The individual may encounter pressure in meeting employee needs, payment processing times, and balancing competing deadlines and resource constraints. Situations must be handled in a manner that

meets customer needs and does not negatively impact employee satisfaction.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and is occasionally required to stand and/or walk. They must be able to use hands to manipulate keyboards and reach with hands and arms in the course of picking up and moving materials. The employee must be able to converse with and listen to others to understand possible directions or issues. Specific vision abilities required by this job include close vision and distance vision.

Physical Demands	Amount of Time			
Activity	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands or fingers to handle/feel objects				X
Reaching with hands / arms		X		
Climbing or balancing	X			
Stoop, kneel, crouch, or crawl	X			
Talking or hearing				X
Lifting Requirements	Amount of Time			
Physical Demand	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to ten pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Vision Requirements		
	Yes	No
Close	X	
Distance	X	
Color Vision		X
Peripheral		X
Depth & Perception		X
Ability to Adjust Focus	X	

WORK ENVIRONMENT

Most work performed is in an office environment with climate and noise controls. Some exposure to heat, noise, dust, or fumes may occur if entering or walking through the production area.

Work Environment	Amount of Time			
Environmental Condition	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

This description describes only the general nature and level of work encompassed by this job. This description is not a comprehensive listing of all responsibilities, duties, and skills of employees at this level. Cascade is an Equal Opportunity Employer.