



JOB DESCRIPTION

Title: Part-Time Accounts Payable Assistant

Date: November 1, 2025

Classification: Hourly (Non-Exempt)

Reports to: VP of Finance

Job Summary:

The Accounting Assistant will be an integral part of the accounting department, responsible for supporting the accurate and timely processing of invoices and payments to vendors. This role provides an excellent opportunity for someone looking to start their career in accounting within a dynamic manufacturing environment.

Responsibilities:

- Receive, verify, and enter supplier invoices accurately and efficiently
- Reconcile supplier statements and research and resolve any discrepancies or outstanding issues promptly
- Review invoices to determine sales tax rate applicable
- Maintain organized and complete accounts payable files and records, keep updated file with unpaid invoices
- Respond to supplier inquiries regarding payment status and invoice details in a professional and timely manner
- Assist with month-end closing activities related to accounts payable, including accruals and reconciliations
- Provide general administrative support to the accounting department as needed
- Maintain 1099 and other information on suppliers
- Perform other related duties as required

Skills/Abilities/Education Required:

- Must be able to communicate verbally and in writing
- Must be capable of following verbal and/or written instructions
- High School Diploma or equivalent required, associates or applicable course work in accounting a plus
- Strong computer skills including spreadsheets, word processing, and email
- Must have good mathematical skills and logical reasoning
- Must be accurate with numbers with attention to details
- Trustworthy with highly confidential information
- Capable of sitting and working on computer screens for long periods of time. Can sit, stand, climb stairs, lift up to 30lbs, bend, stoop, and squat, or do so with reasonable accommodation
- Capable of maintaining regular and reliable attendance