

RESPONSIBILITY OUTLINE



Job Title	Accounts Payable Assistant		
Department	Financial Services	Pay Status	Hourly
Reports To	Manager Treasury Services	FLSA Category	Nonexempt
Location	Various		

SUMMARY

Assist with daily functions such as check disbursements, invoices, purchase orders, payment processes, and running weekly and monthly reports. Responsible for assuring accuracy and completion of various tasks related to the accounts payable functions. Help with maintaining records per record retention policy.

Essential Responsibilities

Accounting

Input check disbursement requests and accounts payable invoices matching them with purchase orders on a daily basis. Send electronic payments and maintain the logs where these are recorded. Keep software updated with current tax rates.

Generate, calculate and electronically pay Kansas Consumers' Compensating Use Tax on a monthly basis.

Maintain supplier information including banking and 1099 information. Creating 1099's annually, mailing to suppliers as well as submitting the Federal and State files electronically.

Identify and analyze problems on invoices and work with others in resolving problems. Assist in reconciling invoices which do not match purchase orders with the appropriate buyers. Reconcile freight charges for PO and Non-PO shipments.

Upload visa files for IExpenses and post an announcement with a list of employees with outstanding Procard charges to reconcile. Complete batch file process to create invoices for approved reports.

Reports

Maintain weekly and monthly reports.

Assist with daily payment processes including check runs and electronic payments. Periodically responsible for completing the weekly check run.

Safety

Sunflower employees are expected to approach their personal safety and their coworkers safety with a positive attitude and commitment. Sunflower employees will maintain the highest level of responsibility and accountability in compliance with all safety policies, practices and procedures to ensure a safe working environment. This includes properly maintaining and caring for applicable safety gear and equipment; identifying, correcting or assisting in resolving safety concerns, including communicating

all hazardous conditions; reporting all injuries and near misses immediately to appropriate personnel; and understanding and complying with the Clearance Procedure as applicable.

Culture

Demonstrate personal responsibility and a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all internal policies and procedures of the company to comply with laws, rules, and regulations.

Other Responsibilities

As assigned or required to support Sunflower's mission and operations.

Qualifications

Education and Experience

High school diploma and three years progressively responsible bookkeeping/accounting experience, or equivalent combination of education and experience.

Post-secondary training or education in accounting or bookkeeping is preferred.

Knowledge, Skills, Abilities

Successful completion of Successful completion of Edison Electric Institute (EEI) Support and Administrative Selection System (SASS) Test.

Knowledge of general accounting procedures and techniques.

Working knowledge of routine office equipment such as copy and fax machines, calculators, and computers.

Able to multi-task with good time management skills.

Able to work independently with minimal supervision.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs at the level required to successfully perform the essential responsibilities of the position.

Other

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Regular and prompt attendance is required.

Able to work overtime, both scheduled and/or unscheduled.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

EEO Category	5	FLSA Exemption	N/A
FLSA Exemption Justification	N/A		

COMPETENCIES

The following competencies describe the required knowledge, skills, and behaviors that contribute to employee performance and organizational success. Please contact the Department of Organizational Development for definitions of each competency.

Core

- Technical Competency
- Respect and Dignity
- Accountability
- Integrity
- Servant Leadership
- Safety

Technical

- Communication
- Decision Making
- Flexibility
- Initiative
- Problem Solving
- Quality
- Team-Oriented
- Technology Acumen

PHYSICAL AND MENTAL REQUIREMENTS SHEET

This outline is not all inclusive but rather serves as a general overview regarding the physical and mental activities required to perform the job.

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

Occasional (0-33% of the workday); Frequent (34-66%); Constant (67-100%)

Task/Exposure	O	F	C
Standing	X		
Walking	X		
Sitting		X	
Climbing	X		
Crouching	X		
Twisting	X		
Reaching above	X		
Heights over 4 ft			
Confined spaces			
Variable weather			
Cold			
Heat			
Noise over 85 decibels			
Dust/Dirt			
Ionizing radiation			
Chemicals			
Repetitive - Wrist			X
Repetitive - Elbow			X
Other:			

Task/Exposure	O	F	C
Lifting/Lowering			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
Carrying			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
Pushing			
<10 pounds	X		
11-30 pounds			
31-50 pounds			
51-75 pounds			
>75 pounds			
Pulling			
<10 pounds	X		
11-30 pounds			
31-50 pounds			

Comments:

For the following, indicate if essential to the position:

Mental Requirements	
Works alone	X
Repetition	X

Audio/Visual	
Hearing/Corrected Hearing	X
Color discrimination	

Required Examinations			
Physical Capacity Profile (PCP)		Audiogram	
Level 2		Chest X-Ray	
Level 3		Spirometry	
Level 4		Color	
Level 5		DOT Physical	

A physical may be substituted for a PCP if it is not available.