

<b>Job Title</b>	<b>Accounts Payable Associate</b>
<b>Business Unit</b>	ODC
<b>Function/Region</b>	USA Finance
<b>Location</b>	Edison, NJ Office
<b>Leader</b>	Treasury Manager
<b>People Leadership</b>	No
<b>Job Level</b>	5

**Role Purpose**

To handle day-to-day accounts payable functions: including AP vendor maintenance, entering AP invoices and credits, complying with three-way match PO process, produce weekly & ad-hoc payment proposals, month-end reconciliations, payment of federal and state tax reporting and IFS input and research for the WG&S Accounting & Finance team.

**Accountabilities**

- Enter trade and service voucher invoices and process purchase order voucher matched invoices
- Prepare weekly and ad hoc payment proposals
- Flag and clarify any unusual or questionable invoice items or prices
- Verify that all appropriate authorizations and approvals are documented before invoice input
- Respond timely and appropriately to vendor and internal inquiries
- Communicate with management regarding any sensitive business issues
- Maintain AP vendor files and master file
- Ensure all requirement documents are received and verified before vendor creation or modification
- Prepare weekly/monthly/yearly validation reports to include 1099's and mailings
- Assist with the annual vendor risk re-assessment to comply with company policies and procedures
- Responsible for the payment of Federal and state taxes
- Reconcile accounts payable Balance Sheet accounts
- Assist with internal/external audit requests
- Assist with maintaining internal financial controls and procedures
- Perform ad hoc requests