



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Accounts Payable Associate
Business Unit / Group Function	ODC BU
BU Team / Sub-Function	US Finance
Location	Edison, NJ
Team Leader	Director, Accounting & Tax
Team Members	N/A
Job Level	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 WGS Accounting & Finance team.	
Accountabilities	
<ul style="list-style-type: none">• 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	