



**JOB DESCRIPTION**  
**Accounts Payable/Payroll**  
**Accountant**

**TBA-HR-FJ-104**

<b>REPORTS TO:</b>	Accounting Manager	<b>PAY:</b>	Salary
<b>POSITION</b>	Full Time	<b>FLSA CLASS</b>	Exempt
<b>DEPARTMENT</b>	Accounting	<b>SHIFT</b>	Day

**JOB SUMMARY:**

Accounts Payable/Payroll position is a key member of the accounting team. Responsibilities include payment of vendors, processing of payroll, the follow-up on any discrepancies or vendor concerns, and assist the Accounting Manager with monthly close entries.

**QUALIFICATIONS:**

Well-developed organizational, communication, and problem-solving skills. Competency with Microsoft Office applications and bookkeeping tasks. Basic understanding of accounting principles and practices.

**SUPERVISORY RESPONSIBILITIES:**

- None

**DUTIES AND RESPONSIBILITIES:**

- Knowledge of Procurement and account coding process and procedures.
- Maintain vendor record, review, and verify payment forms and supporting documentation.
- Enter invoices into the accounting system.
- Process accounts payable payments weekly.
- Work closely with Human Resources to ensure payroll and employees' records are accurate.
- Review bi-weekly hours to ensure accuracy as well as any additional payment corrections.
- Confirm payroll accuracy, submit to payroll system on a bi-weekly basis.
- Finalize payroll reports and submit appropriate employees' withholdings.
- Create a welcoming environment.
- Bring a positive attitude each day.
- Other duties as assigned.

**REQUIRED SKILLS / ABILITIES**

Must have knowledge and experience in general ledger and accounting systems. Attention to detail and accuracy. Excellent written and verbal communication skills, organizational and time management skills, and proficient in Microsoft office suite or similar software. Capable of working in front of a computer for long periods of time.



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**HOURS OF WORK, & SUPERVISION:**

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. This position will report to the Accounting Manager.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

- None

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in accounting or a related field preferred.

**PHYSICAL REQUIREMENTS (including but not limited to):**

- Prolonged periods sitting at a desk and working on a computer.
- Ability to work in cubicle setting.
- Must be able to lift up to 15 pounds at times.

<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
4/11/2023	SR	Original Release
8/24/2023	AO	Updated