# Job Description

**Job Title:**               Accounts Payable Clerk

**Job Description:** Responsible for all aspects of the accounts payable division of the accounting department

**Reporting Structure:** This position reports to the Controller

**Duties:**

- ❖ Develop spreadsheets that outline the accounts payable vendors
- ❖ Handle day to day accounting transactions
- ❖ Ensure that accounts payable are paid in a timely manner
- ❖ Incorporate all applicable vendor credits into payments made
- ❖ Take all economical supplier discounts
- ❖ Organize and match invoices to authorizing purchase order sand proof of receipt
- ❖ Communicate with suppliers regarding invoice changes
- ❖ Process expense accounts
- ❖ Issue stop payments and void checks
- ❖ Communicate to vendors about uncashed checks
- ❖ Update supplier master list

**Job Requirements and Definition:**

- ❖ Accounting training with two to four (2-4) years related experience
- ❖ Extensive knowledge of accounts payable
- ❖ Excellent organizational skills
- ❖ Experience on Accounting Software or similar software
- ❖ Capable of resolving conflicts with vendors
- ❖ Ability to resolve conflict issues with employees directly reporting to this position
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player

# Employment Application

## APPLICANT INFORMATION

| Last Name | | First | | M.I. | Date | |
|---|---|---|---|---|---|---|

| Street Address | | | Apartment/Unit # | |
|---|---|---|---|---|

| City | | State | | ZIP | |
|---|---|---|---|---|---|

| Phone | | E-mail Address | |
|---|---|---|---|

| Date Available | | Social Security No. | | Date of Birth | |
|---|---|---|---|---|---|

| Position Applied for | | Desired Salary | |
|---|---|---|---|

| Are you a citizen of the United States? | YES ☐ | NO ☐ | If no, are you authorized to work in the U.S.? | YES ☐ | NO ☐ |
|---|---|---|---|---|---|
| Have you ever worked for this company? | YES ☐ | NO ☐ | If so, when? | | |
| Have you ever been convicted of a felony? | YES ☐ | NO ☐ | If yes, explain | | |

If necessary for the job, I am able to:

Work overtime?

Provide a valid driver's license?   YES ☐   NO ☐   State:

(If you're applying to as a driver)   Type of Driver's License:          Endorsements(s):

Work the following shifts:  ANY ☐   DAY ☐   NIGHT ☐   SWING ☐   ROTATING ☐   SPLIT ☐   OTHER:

## EDUCATION

| High School | | Address | |
|---|---|---|---|

| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |
|---|---|---|---|---|---|---|---|---|

| College | | Address | |
|---|---|---|---|

| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |
|---|---|---|---|---|---|---|---|---|

| Other | | Address | |
|---|---|---|---|

| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |
|---|---|---|---|---|---|---|---|---|

## REFERENCES

*Please list two professional references.*

| Full Name | | Relationship | |
|---|---|---|---|
| Company | | Phone | |
| Address | | | |

| Full Name | | Relationship | |
|---|---|---|---|
| Company | | Phone | |
| Address | | | |

## PREVIOUS EMPLOYMENT

| Company | | Phone | |
|---|---|---|---|
| Address | | Supervisor | |
| Job Title | Starting Salary $ | Ending Salary $ | |
| Responsibilities | | | |
| From To | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? YES ☐ NO ☐ | | | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary $ | Ending Salary $ | |
| Responsibilities | | | |
| From To | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? YES ☐ NO ☐ | | | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary $ | Ending Salary $ | |
| Responsibilities | | | |
| From To | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? YES ☐ NO ☐ | | | |

## MILITARY SERVICE

| Branch | From To |
|---|---|
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads t employment, I understand that false or misleading information in my application or interview may result in my release.

| Signature | Date |
|---|---|

**Thank you for your interest in Seashore Fruit & Produce Co.**
Please email your completed application to DazD@seashoreeast.com
or you may drop it off to us at 1344 NW Blvd Vineland, NJ 08360