



<b>Job title</b>	<i>AP Rep</i>
<b>Reports to</b>	<i>Senior/Supervisor/Manager</i>

### Job purpose

Organize all client facility invoices and communication received so that its forwarded to the correct senior in a timely manner. Keep facility staff and vendors informed as needed.

### Duties and responsibilities

1. Oversee and manage workflow for assigned facilities to ensure invoices get paid in a timely manner:
  - Enter invoices into GP
  - Reconcile vendor accounts
  - Sort and handle incoming mail/correspondence
  - Run monthly P&Ls
  - Complete monthly projects/checklist
  - Management of Credit cards and other financial tools
2. Serve as point of contact for facility Vendors:
  - Reach out to vendors for missing invoices
  - Process statements that are sent by vendors
  - Vendors point of contact for missing payments or questions regarding payments
  - Facilitating payments for sensitive vendors
3. Ensure transparent communication and a high caliber of customer service for all relevant stakeholders:
  - Respond timely and accurately to all inquiries
  - Proactively address any barriers to efficient workflow both intra and interdepartmentally
  - Keep direct manager informed about deadlines as well as process implementation
4. Other duties as assigned

### Qualifications

A successful individual in this role will:

- Have basic computer knowledge and communication skills

Specific requirements:

- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Organized
- Able to learn new systems and policies
- Possess excellent verbal and written communication skills



**Working conditions**

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers, as well as focused concentration at a computer work station.

**Physical requirements**

This role has no specific physical requirements.

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<b>Approved by:</b>	_____
<b>Date approved:</b>	_____
<b>Next annual review:</b>	_____