



8401 West 35W Service Drive
Minneapolis, MN 55449

www.daytonrogers.com

POSITION SUMMARY: The Accounts Payable Analyst will assist in ensuring accurate and timely processing of invoices, reconciling accounts, and maintaining strong relationships with vendors.

RESPONSIBILITIES:

- Manage invoice email inbox for plant(s) assigned to.
- Verify account coding.
- Create invoice, invoice/accrual, and adjustment batches to ensure correct posting of invoices.
- Scan and attach invoices to Global Shop.
- Communicate with plant Purchasing Managers and vendors regarding invoices and payments.
- Determines sales tax exempt status, provide ST3 to vendors.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Create weekly pay lists and prioritize payments based on business needs.
- Reconcile accruals monthly for all plants.
- Back up the Corporate AP person on processing payments to vendors as needed.
- Identify process improvements in the AP department.
- Communicate and work with Purchasing Managers at assigned plants to resolve any discrepancies between PO receipts and invoices.
- Scanning and attaching invoices in Global Shop.
- Accounts Payable in Global Shop
- Weekly Fedex/UPS payments
- Linking PDF invoices in GSS
- Inter-company Clears in GSS
- Processing positive pay files.

SKILLS & QUALIFICATIONS:

- Education - bachelor's degree (B.A.) from four-year college or university preferred but not required.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the topic, asking questions as appropriate, and not interrupting at inappropriate times.



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- Strong attention to detail and highly accurate.
- Excellent organizational and analytical skills.
- Proficiency in Microsoft Office including Excel and Outlook.
- Ability to handle confidential information in discreet, professional manner.
- Effective team member that displays initiative.
- Excellent oral and written communication skill.
- Ability to multi-task, prioritize and work efficiently.

PHYSICAL REQUIREMENTS:

- Primary working position is sitting with arms extended in front of the body with upper body bent forward.
- Standing – Often throughout the day.
- Bending – Moderate time throughout the day.
- Sitting – Often throughout the day.
- Walking - Often throughout the day.
- Lifting – 0 to 10 lbs, often throughout the day.

ENVIRONMENTAL EXPOSURE:

- Factory: Noise up to 88 dB
- Office: Noise up to 70 dB

I have received and reviewed the ACCOUNTS PAYABLE ANALYST job description. To the best of my ability, I am able to perform these tasks.

SIGNATURE _____ DATE _____

