



Job Description

Updated 8/1/06

Job Title: Accounts Payable Team Player - Check Desk

Objectives:

The Accounts Payable Team Player – Check Desk is responsible for the final check for accuracy before payments are mailed. The main objective is to ensure that all checks are written to the correct vendor, for the correct amount, and have the necessary supporting documentation attached.

Essential Duties and Responsibilities, Include but are not limited to

- A. Review vouchers selected for payment; compare vouchers with the remittances to ensure that all checks have sufficient approved documentation, and that the check is written properly.
- B. Mail all checks with appropriate paperwork.
- C. Maintain all paid files in a well-organized and neat manner. Pull paperwork as needed for research.
- D. File vouched paperwork received from the A/P Clerks for merchandise and expenses.
- E. File RGAs and credits from vendors.
- F. File receiving paperwork by store and by vendor and archive as necessary.
- G. Assist A/P clerks with DNA research.
- H. Other functions as assigned by her/his supervisor.

Qualifications:

Must have good oral/written communication skills in order to effectively interact with other associates in person and on the telephone. Must be customer service-oriented and team-oriented. Must have good organizational skills. Must be able to effectively manage multiple tasks simultaneously. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 25 lbs., and file items in overhead areas. Must be able to use a computer in daily activities.

This job is an hourly position with eligibility for gain-sharing on store performance. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.

Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.

I have read my job description and understand it.

Print Name



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Signature

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