

# Kubota Engine America

**JOB TITLE:** Accounts Payable Specialist  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Supervisor, Accounting  
**FLSA STATUS:** Non-exempt

## Job Description Summary

The Accounts Payable Specialist is responsible for accounts payable functions including: PO and non-PO invoice entry, payment runs, Concur review, and filing. Within specific limits, makes independent decisions regarding the planning, organizing, and scheduling of the work involved.

## Duties and Responsibilities

- Process payment runs, including ACH, Checks, and Wire transfers
- Code invoices for payment according to the direction of the Management team and Controller
- Obtain proper approvals for invoices and payments
- Post and clear wire transfers payments in SAP
- Reconciliation of netting activity with Kubota Corporation
- Issue year-end 1099 reports to vendors
- Administer Concur and review expense reports
- Complete documentation and fulfill requests from internal and external auditors
- Request vendor statements to confirm accuracy of A/P sub ledger
- Answer questions from vendors regarding outstanding invoices
- Provide credit information to new vendors
- Maintain Vendor Master records in SAP
- Create and maintain files for vendors
- Record journal entries, as needed
- Manage special projects as assigned
- Maintain an organized and secure work environment
- Support co-workers in other departments as needed
- Inform Manager of all noteworthy activities
- Follow safety guidelines and department and corporate policies and procedures

## Authority

N/A

## Job Knowledge, Skills, and Abilities

- Excellent communication and interpersonal skills demonstrated by the ability to resolve conflicts, develop appropriate solutions to problems, and develop and maintain mutually beneficial relationships with vendors
- Knowledge of accounting concepts and processes including payment processing, journal entries, and month end close
- Basic knowledge of audit procedures
- Ability to follow standard work instructions; be reliable and punctual
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Good command of the English language, both written and verbal
- Ability to comprehend an extensive variety of instructions, both oral and written
- Excellent written and verbal communication skills
- Ability to define problems, collect data, and establish facts
- Ability to maintain high level of confidentiality
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals
- Intermediate knowledge of word processing and spreadsheet applications
- Working knowledge of SAP FICO module, preferred
- Ability to operate general office equipment

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## Education and Training

- Associates degree or equivalent
- 2-3 years Accounts Payable experience

## Physical Demands

- Sitting for long periods of time with some walking, stooping, bending, and reaching
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

## Work Environment

- Work is performed in a hybrid environment. Noise level in office is moderate
- Limited exposure to the warehouse. Limited exposure to temperature variations when shipping doors are open

## Tools and Equipment

- Computer and other general office equipment

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/  
Manager: \_\_\_\_\_

Date: \_\_\_\_\_