

Job Description Accounts Payable Clerk

SUMMARY

Provide financial information to Controller and various departments by researching and analyzing accounting data and preparing reports. Daily, Monthly, Quarterly and Yearly accounting functions are included in this as well as other miscellaneous accounting procedures. Position reports directly to the Controller. If absent, the Controller and/or Administrative Director will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Reconcile monthly credit card statements.
2. Monthly Reconciliation of Miscellaneous GL Accounts
3. Enter and post general journal entries - as needed.
4. Daily updating cash flow analysis
5. Monitor and maintain the invoices@reichelfoods.com e-mail.
6. Work closely with the Controller to compile and generate monthly financial statements.
7. Reconcile Project/Consulting Invoices against project scopes.
8. Verify vendor statements and follow up with vendors on missing invoices.
9. Process all vendor invoices.
10. Work with the Controller to create yearly budgets as well as continuous review to make sure budgets are followed.
11. US Census Audits for Reichel Foods
12. Back up Accounts Receivable/Payable for Coyote Creek
13. Correspond with insurance agent regarding work comp experience rating or other important information.
14. Scheduling ACH banking transactions, communicating with vendors with remittance information.
15. Monitor and update Asset Additions
16. Review weekly A/R, A/P, Inventory Trial Balances to create spreadsheets and charts to review with Controller and department managers.
17. Approving all freight invoices
18. Hormel rebills
19. Close communication with other departments
20. Miscellaneous project participation

OTHER RESPONSIBILITIES

1. Support for the Accounting Department.
2. Backup for Item set up in ERP system.
3. Review Costing with Procurement and Controller.
4. Miscellaneous duties as they are requested.
5. Backup on phones.
6. Support to other departments as needed.
7. Perform internal SQF Audits as assigned.
8. Basic filing and office functions.

5/20/2026

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift, and carry office equipment, or supplies. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

See Employee Training Assessment Matrix

New Employee Orientation and on the job training

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Robin McDaniel
Employee Printed Name

Robin McDaniel
Employee Signature

5/20/2026
Date

Kam Watts
Supervisor Signature