



## EXPENSE SPECIALIST

**REPORTS TO:** Expense Manager

**EDUCATION & EXPERIENCE:** High School diploma or equivalent required. Associates degree preferred

**SKILLS:** Computer literacy, type 45 wpm

**PRIMARY DUTIES:**

- processing weekly A/P, verifying purchase orders and receipt of goods, obtaining authorization and producing checks
- processing bi-weekly employee reimbursements, verifying proper documentation and approvals
- prepare manual checks as required
- maintain logs on use of travel, books and dues allowances
- assist in reconciling credit card charges to statement at month end
- assists in preparing month-end list of outstanding payables
- ensures timely payment of current liabilities to vendors
- maintain confidentiality of documents and information

**OTHER DUTIES:**

- provide general office support
- collect and distribute Administration's mail
- other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- frequent use of computer
- long periods of standing and sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional walking, squatting, stooping, bending and twisting
- occasional reaching and climbing
- occasionally carrying up to 10 lbs
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

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Supervisor

\_\_\_\_\_  
Date

6/8/2022