

**Company Name: Buckeye Ready Mix, LLC.**

**Job Title: Accounts Payable**

**Employee Name: \_\_\_\_\_**

**Department: Accounting**

**Status: Hourly**

**Reports to: Controller**

Primary Duties:

- Sort and distribute invoices to appropriate approving authority.
- Code with G/L and enter into A/P system.
- Balance and post invoice batches.
- Prepare and perform check runs.
- Reconcile monthly vendor statements.
- Research and reconcile vendor/invoice discrepancies.
- Maintain vendor files.
- Process/Pay weekly hired trucking expenses.
- Utilize Onbase software to track and reconcile aggregate deliveries.

Additional Duties:

- Record daily production quantities.
- Adjust billing for dry up loads and OT.
- Balance monthly cement invoices.
- Other Duties as assigned

\_\_\_\_\_  
Employee Initial & Date

\_\_\_\_\_  
Supervisor Initial & Date