



Job Title: Accounts Payable Clerk	Reports to: CFO	Revision date: 02/25/2025
Department: Accounting	Classification: Non-exempt	Fair Labor Standards Act (FLSA):

Customer Service Excellence:

In keeping with Beehive Broadband's mission of customer satisfaction, all jobs carry an overriding responsibility to provide extraordinary customer service in quality, timeliness, and assistance. A commitment to service excellence is expected of all employees.

Position Overview/Description:

The accounting team is a critical component of Beehive Broadband's operations. The Accounts Payable Clerk is an essential team member who supports all departments in a multi-company organization. This team member is expected to have impeccable accuracy while quickly keying quantitative data into various computer systems and have stellar interpersonal and communication skills.

The Accounts Payable Clerk is a full-time, in-office (non-remote) position.

Essential Job Functions:

- Substantiate and document all accounts payable transactions and enter them into the accounting system with the correct general ledger coding and company allocation for approval and payment. This includes requesting, collecting, and processing substantiation documents from employees to reimburse employee business expenses.
- Match invoices with purchase orders and enter them into the accounting system for approval and payment. As requested, compile reports and data on suppliers and vendors for other departments.
- Coordinate credit card and electronic banking substantiation and approval. Upload credit card and electronic banking transactions and documentation to the accounting system, review the general ledger and company allocation, and then reconcile credit card statements and expense reports for approval and payment.
- At the direction of the C.F.O., assist the Controller and V.P. of Regulatory Affairs by compiling reports and entering accounts payable transactions from amortization, allocation, and tax reporting schedules.
- Promptly and regularly coordinate the check printing, transfer the ACH Files, add postage, and mail the printed checks for each company.
- Substantiate and document transactions affecting the bank accounts, such as vendor transactions, wire transfers, electronic payments, ACH transactions, and online banking remittances to and from vendors and customers, and enter them into the accounting system with the correct general



ledger account coding and company allocation.

- Coordinate with the Billing and Accounts Receivable (Billing) and ensure customer autopayments, credit card payments, and online banking transactions are allocated and recorded to the correct bank accounts.
- Reconcile each bank account with the bank statement and General Ledger.
- Coordinate with Billing to ensure customer credit refunds are processed.
- Monitor outstanding checks on the bank accounts and process escheats.
- At the direction of the C.F.O., assist the Controller and V.P. of Regulatory Affairs by responding to data requests from auditors, regulatory agencies, and taxing authorities.
- Under the direction of the Controller, set up new vendors and receive, manage, and securely maintain vendor documentation, including W-9s, Certificates of Insurance, Licenses, and electronic banking information.
- Respond to vendor inquiries regarding accounts payable on the phone and in person.
- At the direction of the C.F.O., prepare vendor credit applications.
- Reconcile and close the accounts payable module after reviewing the reports for accuracy and completeness at the end of each month.
- Annually process, print, mail, and electronically file all Forms 1099 and 1096 per IRS reporting requirements.
- Miscellaneous office duties as needed, including ordering and stocking office supplies and occasionally picking up and dropping off mail and other items.
- Assist the C.F.O, controller, and V.P. of Regulatory Affairs with other duties as assigned.

Qualifications:

- The candidate must be able to quickly and accurately key quantitative data into various computer systems.
- The candidate must maintain attention to detail, even when completing multiple or repetitive tasks, and demonstrate a serious commitment to quality and accuracy while consistently meeting goals and deadlines.
- The candidate must be a team player with a positive can-do, "customer-comes-first" attitude, willing to pitch in wherever needed.
- The candidate should have above-average Microsoft Excel skills and light Microsoft Word, Microsoft Outlook, and Microsoft Presentations experience.
- The candidate should be able to upload, download, create, and manage data and reports to and from various computer systems and spreadsheets.
- The candidate should have 2 to 4 years of accounting or bookkeeping experience.
- The ideal candidate is committed to analyzing, planning, and implementing assigned tasks with very little oversight or management.
- The ideal candidate would have some telephone accounting and NISC iVue accounting software experience.
- An associate's degree in accounting preferred.



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Physical Qualifications:

- The candidate must see well enough to read printed reports and computer screens.
- The candidate must demonstrate manual dexterity, including fingering/grasping/feeling, and the ability to type and use a telephone and keyboard for extended periods.
- The candidate must hear well enough to communicate with customers, vendors, and coworkers.
- The candidate must be able to ambulate throughout the facilities.
- The candidate must be able to occasionally climb, stoop, kneel, push, and pull.
- The candidate must be able to frequently lift and move up to 20 pounds and occasionally lift and carry up to 40 pounds independently.
- Long periods of sitting are required.