



Job Title: Accounts Payable Clerk

Job Group: V

Location: Administration

Reports to: Controller

SUMMARY:

Prepares and processes accounts payable for the company. Responsible for payment to vendors and maintenance of accurate and timely records of expenditures. Prepares and maintains all supporting documents and distributes reports as directed.

RESPONSIBILITIES:

- Code invoices to proper accounts and enter invoice detail into accounting software.
- Update and maintain allocation tables and pivot tables in Microsoft Excel.
- Verify and match invoices and other documentation necessary to process payments.
- Prepare and distribute accounts payable checks.
- Research discrepancies by communicating with vendors, consultants or employees and supervisors.
- Assist with monthly and year-end close out procedures, such as preparation of 1099s.

REQUIRED KNOWLEDGE, AND SKILLS:

Knowledge of accounts payable processes and the ability to work within Microsoft Excel is necessary. Familiarity with Sage accounting software is a bonus. This position requires the ability to maintain moderately complex and automated accounting records in an orderly and accurate manner. Candidate must be able to communicate with vendors and employees in a competent and professional manner. The ideal candidate is conscientious, proactive, well-organized and detail oriented.

QUALIFICATIONS:

High school diploma or equivalency plus one (1) year full time paid experience performing some combination of accounts payable and secretarial duties OR graduation from two-year business school with courses in accounting.

To apply, please use the following link:

<https://home.eease.adp.com/recruit/?id=7109201>

If link does not connect, please copy and paste address in your web browser