

Accounts Payable Clerk

This position is responsible for performing all accounts payable functions including, but not limited to complete invoice and payment processing, expense coding and clarification, auditing of payment documentation, month end processing and various reconciliation's. Have the ability to work independently with an emphasis on accuracy organization, meeting deadlines and goals. Communicating effectively within Accounts Payable, internal departments and vendors in a professional and timely manner is essential.

I. Principal Responsibilities:

Reviews and obtains proper authorization for all documentation submitted for payment.

Process all invoices into the appropriate systems accurately in a timely fashion.

Accrue applicable sales/use tax when required.

Communicate with internal departments and follow through until discrepancies and/or problems are resolved and the process is completed.

Interact with vendors to assure a satisfactory relationship by responding to inquiries in a timely manner.

Develop and maintain working knowledge of general ledger chart of accounts to properly record expenses.

Prepare general ledger journal entries as needed to reclassify information.

Complete other functions or tasks as assigned by management.

**** Job Requirements: ****

II. Education/Experience Requirements

High School diploma or equivalency required plus 0-2 years relevant experience.

College level accounting classes a plus.

III. Additional Job Requirements:

Working knowledge of Excel and Great Plains a plus.

IV: Certification/License: N/A

V. Behavioral/Technical Skills:

Proficiency in basic computer skills required.

Ability to learn and use specific programs and applications as needed.

Effective verbal and written communication skills are necessary to provide courteous and professional customer service.

Required to work well within a team.

Organizational skills and attention to detail are required in order to perform job functions.

Employment Type: ** Full Time

Salary: \$15.00 to \$17.00/hour