

Accounts Payable Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$25.00 to \$28.00 hourly
Employment status: Contract / Temporary

Description

Responsibilities

- Sorting, coding and processing of invoices.
- Enter and upload invoices into the Accounting Software system.
- Maintenance of Accounts Payable software.
- Correspond with vendors and properly respond/follow up on all inquiries as needed.
- Enters manual checks into accounting software as needed.
- Maintains vendor files.
- Inventory management.
- Reconciliation of vendor statements.
- Prepare deposits and deliver to the bank.
- Open and sort mail
- Provides supporting schedules and documentation for audits; assists with audits as needed.
- Maintains accurate company files/records
- Performs other related duties as assigned.
- Responsible for communicating with all levels of the organization.
- Has the confidence to question and discuss changes in current systems and processes.

Requirements

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- 2 year associates degree, or higher preferred
- 1-3 years of accounts payable experience
- Experience with MS Office (Excel and Word) required
- Excellent written and oral communication skills
- Persistent follow through and proper resolution on assignments and projects
- Exercises proper judgment in prioritization of job responsibilities, execution of assignments and projects

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