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ACCOUNTS PAYABLE CLERK

JOB DESCRIPTION

Duties of the the Accounts Payable Clerk will include, but are not limited to all AP clerical duties such as data entry, account research and reconciliation, processing bank deposits, cash handling and cutting payments. In addition, other tasks will require any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records.

JOB REQUIREMENTS

- Must have reliable transpiration
- Excellent written and verbal communication skills
- Ability to work with others
- Extremely organized and detail oriented
- Proficient in Microsoft Office Programs (i.e. Excel, Word and Outlook)
- Experience using MAS200/SAGE systems a plus
- Minimum education of some college and/or degree in Accounting