

Accounts Payable Clerk

FLSA Status: Non-Exempt, N2
EEO Group No: 5
Job Title: Accounts Payable Clerk
Department: Accounting
Reports To: Accounting Controller



This is a part time position. Hours are flexible – approximately 20-25 hours/week.

ESSENTIAL DUTIES:

- Enter data at a computer terminal
- Match vendor invoices to purchase order receipts
- Validate signature approvals to pay and account codes for vendor invoices
- Prepare payments to vendors
- Match checks to invoices
- Post accounts payable transactions to the general ledger
- Reconcile expenditure account monthly/periodically
- Assist in maintaining vendor master file
- Assist in monitoring and requesting vendor insurance certificates
- Assist in maintaining petty cash
- Post expenditures to work in process
- Perform miscellaneous tasks that include faxing, copying, applying postage to outgoing mail.
- Perform as backup for Receptionist when needed.
- Various other duties as assigned by Supervisor.

PREREQUISITES AND QUALIFICATIONS FOR POSITION:

- High School degree and upper level college coursework in Accounting w/minimum 4.0 GPA or vocational/technical school equivalent
- Strong computer skills including word-processing and Excel applications.
- General office skills
- 10 key experience or willingness to learn
- Detail oriented
- Strong organizational skills