



JOB DESCRIPTION

Get Up and Go!

Position: **Accounts Payable Clerk**

Status: Part-time

Reports to: Controller

Position

Summary: The part-time Accounts Payable Clerk is responsible for processing the vendor invoices for three facilities. A purchase order policy is in place and followed by all managers & the a/p clerk.

This job includes, but is not limited to the following:

- Coding invoices, A/P data entry & resolving a/p issues
- Monthly reconciliation of credit card purchases
- Extensive Excel spreadsheet usage
- Filing
- Deposit data entry
- Bank Reconciliations
- Working additional hours as needed
- Runner as needed
- Completing miscellaneous projects/tasks as requested

Qualifications: This position requires strong written & verbal communication skills. The need to multi-task in an extremely busy environment and the ability to be an independent problem solver. A strong follow through process is necessary. The candidate must be extremely detail oriented and must have thorough experience with Microsoft Excel. Experience with Great Plains software is desired, but not required. The part-time Accounting Clerk must possess a high school diploma or equivalent. An accounting education &/or three years (minimal) accounting or A/P experience is preferred. He/she must submit to a criminal background check.

Hourly Rate: \$12.00-\$17.00 Schedule: 3-4 days/week, first shift
(Hours to be determined)

Misc.: Parking is free to the employee.
EEOE

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