

ACCOUNTS PAYABLE CLERK

Position Type:

Full time, Non-Exempt Employee

Position Description:

We are looking for a skilled Accounts Payable Clerk to be responsible for all functions of Accounts Payable including, but not limited to processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

Responsibilities include:**Finance Assistance**

- Process outgoing payments in compliance with financial policies and procedures in QuickBooks Online
- Handles/troubleshoots all vendor account issues, including researching new vendor opportunities
- Assists with accounting related administrative responsibilities.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Keep track of all company credit card spending, and make payments on credit accounts

Qualifications You Will need:

- Proven working experience as Accounts Payable Clerk
- High degree of accuracy and attention to detail
- Experience in QuickBooks Online
- A minimum of 5 years accounting experience and a solid understanding of basic bookkeeping and accounts payable principles
- Proficient in MS Office Suite – particularly Excel and Word
- Comfortable in a multiple online platform environment
- Great attention to detail with the ability to work independently as well as in a group

Qualities We Are Looking For:

- Dependability
- Solution-Oriented
- Flexible
- Ability to efficiently handle multiple projects
- Resilient
- Collaborative nature

Your Salary and Compensation:

This position starts at \$20 - \$24/hr. Compensation includes a comprehensive benefits package with medical, dental, and vision insurance and a paid time off and holiday schedule to support work/life balance after applicable probationary period.