

Accounts Payable Clerk

Job Description

We are looking for an organized, efficient Accounts Payable Clerk with an eye for detail and high level of accuracy. Candidate will prepare/process all invoices for payment. Experience candidate must be professional and courteous with strong computer skills and a thorough understanding of accounting principles. Candidate must possess skilled multi-tasker with excellent time management, computer, and communication skills. Candidate should understand and abide by all accounting procedure and principles and a commitment to ethics. Candidate with system conversion experience with knowledge of Andesa and USSI (Policy Administration) and General Ledger System (Oracle/NetSuite) generally preferred.

Role and Responsibilities

- Perform and process A/P Invoices for payment and assist Department heads with GL coding of invoices
- Prepare and manage company credit cards
- Prepare and process 1099-NEC, W-9 Documents, and file Quarterly Sales Reports
- Prepare and process property insurance and property tax renditions
- Prepare Miscellaneous deposits/AR
- Assist in research of Unclaimed Property Filing such as outstanding checks.
- Analyze and create expense reports for management and assist other finance staff when needed
- Bank reconciliations
- Assist in special projects as needed

Qualifications and Education Requirements

- Associate's degree in business or accounting, accounting experience is generally preferred.
- Ethical behavior when dealing with sensitive financial information.
- High level of accuracy and efficiency.

- Exceptional verbal and written communication skills.
- Courteous, professional manner
- Computer literacy, experience with accounting software, Microsoft Office
- Attention to detail
- Must be able to pass a background check

Employment Specifics:

This is a full-time, non-exempt position with applicable benefits. Regular office hours are Monday through Friday
8:00 a.m. to 4:30 p.m.

Employment benefits include:

- Paid vacation, sick leave and funeral leave
- A 401(k) Retirement Plan
- Group Medical Insurance
- Dental, Vision and AFLAC available
- Life Insurance & AD&D
- Short- & Long-Term Disability Insurance
- EAP