

Job Title: Accounts Payable Clerk
Department: Finance
Reports To: Accounting Supervisor
FSLA Status: Non- Exempt
Hours: 40 hrs/week
Pay: \$14/HR
Closing Date: 4/30/15

Description

We seek an Accounts Payable Clerk to maintain Accounts Payable system, including disbursements, vendor records and contract files. Reporting to the Accounting Supervisor, he/she will review vendor credit requests, internal check requests and invoices as well as prepare checks, ACH's and wire transfers. The Accounts Payable Clerk is responsible for preparing monthly review and reconciliation of AP sub-ledger to G/L, reconciling the AP G/L master accounts and preparation of necessary adjustments and/or re-class entries. Will also maintain an organized filing system of open and paid invoices by vendor, maintain check run reports and blank check stock. Assist with the preparation of 1099's, 1042's and 990 schedules. Design and prepare ad-hoc reports for fixed assets and general ledger accounts as requested.

Qualifications: Bachelors Degree with 2-5 years of accounts payable experience in a medium size organization. Strong interpersonal and organizational skills. Detail orientated and able to take ownership of work. Experience with Abila (former Sage MIP) preferred. Excel proficient. Valid Driver's License. Clean criminal background check [No felonies for fraud, embezzlement or crimes of moral turpitude. Must submit to and pass pre-employment drug test. Indian preference given to qualified applicants.