



Position / Job Title: Part-time Accounts Payable Clerk
Job Type: Regular, part-time, non-exempt
Job Hours: Approximately 20 hours per week, days flexible
Reports to: Accounting Manager and Controller

Summary:

Entry level position responsible for various aspects of the accounts payable and vendor payment functions. Duties will include data entry, filing, processing vendor payments and interacting with vendors and internal customers. Candidate must be organized, have a basic understanding of accounting, experience with accounts payable systems and have a professional demeanor.

Responsibilities:

- Matching vendor invoices with purchase orders and receiving documents
- Coding of vendor invoices and data entry into an accounts payable system
- Resolving issues with vendor invoices
- Filing of paid invoice voucher packages
- Processing vendor payments and mailing checks
- Interfacing with vendors and internal customers

Qualifications:

- Basic understanding of financial accounting.
- Experience with accounts payable/general ledger systems (Great Plains a plus).
- High School diploma or equivalent. College experience a plus.
- Professional in appearance and demeanor.