

Description: Accounts Payable Clerk

Accounts Payable Clerk Job Purpose: Accounts Payable Clerk will provide financial, administrative and clerical services and to ensure accuracy and efficiency of operations.

Accounts Payable Clerk Job Duties:

- Performs data entry into accounting systems.
- Maintains all accounts payable reports and spreadsheets.
- Collect, organize and file documents as required.
- Assist team members as necessary
- Other duties as assigned by manager.

Education / Training

- High School Diploma / GED
- Associate' s Degree in Accounting preferred

Travel Required

- Low (0 – 10%)

Skills / Qualifications

- Proven working experience as accounts payable clerk
- Solid understanding of basic accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills
- Hands-on experience in operating spreadsheets and accounting software (SAP experience necessary)
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail