

Physicians' Practice Enhancement
66 West Gilbert Street, Red Bank, NJ 07701
Hours: 9am-5pm

Accounts Payable/Payroll Clerk

Job Duties:

- Responsible for day to day accounts payable function
- Responsible for entering bills and making payments to vendors
- Responsible for reconciling statements with vendors
- Prepare and process electronic transmission of payroll data
- Maintain payroll information by collecting, calculating, and entering data
- Resolve payroll discrepancies
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Additional duties as required

Qualifications:

- Previous payroll/Accounts Payable preferred. Our ideal candidate will have at least 1 year of prior experience in the field
- Strong organization skills
- Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills
- Excellent verbal and written communication skills