



Job Title: AP Clerk
Reports to: Accounting/Payroll Manager
Salary Range: Hourly, DOE

Duties & Responsibilities:

- Manage daily cash application
- Weekly check runs
- Reconcile 100+ daily invoices
- Process UPS and Corporate Credit card monthly billing
- Allocation of costs to GL accounts/location/departments
- Work on special projects, as needed
- Provide support to internal and external customers
- Maintain a professional attitude and work environment
- Special projects as assigned

Minimum Qualifications:

- Current Driver's License
- High School and/or GED
- Some accounting related course work, preferred
- 3 way matching experience, preferred
- Experience working with GL codes
- Ability to work with Microsoft programs, including excel, word and outlook
- Have effective communication skills
- Ability to follow directions with minimum amount of supervision
- Ability to work with diverse groups and be a Team player