



**Job Title: Accounts Payable Clerk**

**Overall Job Summary:**

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. Some general office management support as required.

**Primary Duties and Responsibilities:**

- Accurately review, code, and process vendor invoices
- Match invoices with the required/appropriate backup for approval
- Obtain required approval for all invoices prior to payment
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Audit and process credit card bills
- Address and respond to vendor inquiries
- Acquire approval for, prepare & process check runs
- Process check requests and expense reports on a regular basis
- Maintain vendor files both paper and electronic

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of accounts payable processes
  - Proficient in data entry
  - Excellent organizational skills and the ability to prioritize
  - Attention to detail and accuracy
  - Good oral and written communication skills
  - The ability to work as part of a team
  - Ability to meet deadlines
  - Ability to maintain confidentiality
  - Excellent analytical & numerical skills
  - Excellent knowledge of Microsoft Office Products
- 
- High school diploma required, Associate degree in Accounting preferred.
  - 2-3 years' experience with accounts payable or general accounting