

Accounts Payable Clerk

Rycenga Building Center – Grand Haven, MI 49417

ACCOUNTS PAYABLE JOB DESCRIPTION

General Purpose

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

Main Job Tasks and Responsibilities

- review and verify invoices and check requests
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- track expenses and process expense reports
- prepare and process electronic transfers and payments
- prepare and perform check runs
- post transactions to journals, ledgers and other records
- reconcile accounts payable transactions
- prepare analysis of accounts
- monitor accounts to ensure payments are up to date
- research and resolve invoice discrepancies and issues
- maintain vendor files
- correspond with vendors and respond to inquiries
- produce monthly reports
- assist with month end closing
- provide supporting documentation for audits

Education and Experience

- minimum of high school diploma and 2 years of college preferable
- knowledge of accounts payable
- knowledge of general accounting procedures
- knowledge of relevant accounting software
- proficient in data entry and management
- 1-3 years accounts payable or general accounting experience

Key Competencies

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills
- information management skills
- problem-solving skills
- team work
- ability to meet deadlines

Benefits

- competitive pay
- insurance available
- paid vacation time
- hourly wage
- 401k available

Job Types: Full-time, Part-time

Benefits:

- 401(k)
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off

Physical Setting:

- Office

Schedule:

- Day shift
- Monday to Friday

Supplemental Pay:

- Bonus pay

COVID-19 considerations:

All customers are required to wear a mask unless immunized, curbside pick-up available, common areas and surfaces sanitized regularly to protect employees, and the public.

Education:

- High school or equivalent (Preferred)

Experience:

- Accounting: 1 year (Preferred)
- Accounts Payable: 1 year (Preferred)

Work Remotely:

- No

Work Location:

- One location