Our client seeks a dependable **Accounts Payable Clerk** to handle A/P processing along with other general accounting duties as needed. Successful candidates will have three years of *recent* experience processing, verifying, posting and paying vendor invoices (Paper and E-Bills) along with payroll processing.

**PRIMARY JOB DUTIES:**

* High volume processing of monthly paper and electronic vendor bills
* Accounts Payable processing including invoice matching, invoice posting and invoice payment
* Purchase order creation, verification and processing
* Other back-office administrative duties as needed

**QUALIFICATIONS:**

* **A/P Processing**: Experience processing, matching and paying monthly recurring invoices
* **Microsoft Excel & Cloud Accounting skills**: Intermediate skill level with Microsoft Excel and cloud accounting software QuickBooks
* **General Bookkeeping**: Foundational knowledge of general business bookkeeping concepts
* **Customer Service**: Ability to provide outstanding customer service to our vendors and customers.