We are seeking a Full Time Accounts Payable. We need a team member that is friendly, detail oriented, can multi-task, and has good organizational and communication skills.

Salary/Hourly Rate: $20 per hour

Responsibilities include but are not limited to:

- Maintaining accurate and up to date vendor records.
- Reconciling expenses which have been approved for payment and ensure all payment are made accurately and within the time limits.
- Direct Full Cycle AP processing including:
    - GL coding.
    - Invoice entry.
    - Check processing.
- Processing of administrative expenses
- Reconciling vendor statements. Research and correct discrepancies.
- Recording vendor payments processed
- Ensure automated mortgage payments have been processed accurately & timely.
- Monitoring utility accounts to insure invoices are processed and handled timely.
- Assisting on other projects as needed.

Training will be provided

Qualifications for the Accounts Payable:

- 1 year of Accounts Payable experience
- Excellent written and verbal communication
- Ability to work in a team environment or independently
- Detail oriented and organizational skills
- Bachelor's Degree