



AR/AP Clerk

Job Type: Full-time

Salary: \$21.00 to \$25.00 /hour

Job Requirements:

- Cash receipts and preparing bank deposit
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Issues stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances, preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filing documents.
- Disburses petty cash by recording entry and verifying documentation.
- Protects organization's value by keeping information confidential.

Qualifications and Skills:

- Attention to detail
- Thoroughness
- Organization
- Analyzing information
- Accounting
- Vendor relationships
- PC proficiency
- Data entry skills
- General math skills
- Excel Proficiency

Education/Licensing Requirements:

- High school diploma, GED or equivalent required
- Bachelor's degree in accounting, finance or related field preferred
- Previous accounts payable experience required

Experience:

- Accounts Payable: 3 years (Required)
- Accounting: 3 years (Required)
- QuickBooks: 3 years (Required)
- High Volume: 2 years (Preferred)
- Accounts Receivable: 1 year (Required)

We are looking to hire two AR/AP Clerks. One in Merced and one in Livermore.
For immediate consideration, please contact Human Resources at 925-999-4119 ext. 528