



The **Accounts Payable Clerk** is responsible for all aspects of accounts payable activity including reconciling purchase order costs, vendor invoices, vendor payments and resolving all differences and discrepancies.

Responsibilities:

- Reconcile incoming purchase orders with vendor invoices for accuracy and integrity daily
- Review ShureLine purchase order documents for completeness and accuracy
- Liaison with select vendor representatives to handle and seek resolution to invoice billing issues; conduct research where necessary
- Accurately post invoices into General Ledger system and validate all of information
- Communicate with field personnel to secure required purchase order paperwork, and ensure submission of paperwork is in compliance with company policies
- Responsible for processing approved vendor invoices for payment and for filing all paid invoices.
- Perform ongoing reconciliation of vendor statement activity

Job Requirements:

- Proficient Microsoft Office knowledge and skills.
- Strong time management and organizational skills.
- Good communication skills with all levels of staff
- Basic understanding of principles of finance, bookkeeping and accounting.
- High degree of attention to detail.
- Ability to work independently and prioritize tasks.
- Strong analytic abilities.

Education and Experience:

- High School Diploma
- 2 to 3 years' experience with AP and AR in a business office setting