



Job Announcement

Job Title:	Accounts Payable Clerk
Classification:	Non-Exempt
Status:	Full-Time
Work Location:	Finance Department, 2nd Floor of Courthouse
Application Dates:	11/20/2024 - 12/4/2024
Salary:	\$42,848.00 - \$60,403.20

The accounts payable clerk is responsible for handling vendor and employee inquiries, managing email communications, processing invoices, preparing check runs, managing various types of payments, reconciling vendor statements, and handling company credit card payments. This role requires onsite work during regular business hours.

Responsibilities

Job duties include, but are not limited to:

- Taking vendor phone calls about payments and address inquiries promptly and professionally
- Handling employee phone calls regarding invoices, purchase orders (POs), and payments and providing necessary information and assistance
- Managing multiple email inboxes to respond to emails from vendors and employees in a timely manner
- Printing invoices and statements for processing and record-keeping purposes
- Processing invoices daily to ensure timely payment and accurate accounting
- Preparing a weekly check run to schedule vendor payments efficiently
- Processing Section 8 checks monthly, drug court checks weekly, and IFFA checks as needed to ensure accuracy and compliance with payment schedules
- Reviewing all vendor statements monthly to reconcile invoices and ensure completeness of records
- Paying and reconciling the company credit card, ensuring timely payments and accurate expense tracking
- Perform other duties as needed

Qualifications

- High school diploma or equivalent
- Previous experience in accounts payable or a similar role is preferred
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to multitask and prioritize tasks effectively in a fast-paced environment
- Proficiency in email and phone communication
- Familiarity with accounting software and systems
- Ability to work independently and as part of a team

Applications can be submitted online at www.iberilleparish.com or to HR at 58105 Court St., Plaquemine, La.