



POSITION: Accounts Payable Clerk

DIVISION: Finance

REPORT TO: Director of Finance

SALARY RANGE: \$15.00/HR

SUMMARY: Gary Public Transportation is seeking a skilled accounts payable clerk to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

RESPONSIBILITIES

- Accounts Payable Clerk Responsibilities Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status
- Process accounts and incoming payments in compliance with financial policies and procedures

MINIMUM REQUIREMENTS

- 1-2 years experience as accounts payable clerk (or accounts receivable clerk)
 - Solid understanding of basic bookkeeping and accounting payable principles
 - Proven ability to calculate, post and manage accounting figures and financial records
 - Data entry skills
 - Experience using Excel and accounting software
 - Proficient in MS Office
 - High degree of accuracy and attention to detail
 - High School Diploma
 - Must be able to read, write and speak English
- Job Type: Full-time

Salary: \$15.00 /hour