

FINANCE DEPARTMENT ACCOUNTANT

Brief Description

Handles all Accounts Payable transactions and recordkeeping.

Full- Time Position with Benefits

Salary 17.25 – 19.25

Essential Functions

- Record all transactions for Accounts Payable into the VIP financial software system
- Maintain vendor files and ensures a W-9 form is on file
- Ensures completeness and accuracy of data on accounts; and code documents according to the O.R.C procurement policies
- Post purchase orders and verify appropriate accounts to be charged
- Review invoices and statements to ensure that all information is accurate and complete and code to appropriate account
- Verifies posted figures for mathematical accuracy and proper coding
- Generates checks against authorized purchase orders
- Prepare reports and summaries for supervisors and managers
- Creates and maintains Excel workbooks for various projects as needed
- Code and prepare Credit Card Statements for Accounts Receivable
- Maintain uniform allowances for all applicable departments
- Process daily deposit, or as needed
- Maintain Petty Cash
- Answers phones as needed
- VIP Finance Software experience a plus

Open until filled