



Position: Accounts Payable Clerk Receptionist

Position Summary: This position serves as the primary client contact for the business office. Working directly with the Accounts Payable Manager in the receipt, review, processing, filing and follow up on invoices for services and purchases, for all companies.

Duties and Responsibilities:

- Receive and direct visitors, phone calls, sort and distribute mail, and order supplies
- Receive vendors invoices and company vouchers for payment.
- In accordance with established procedures:
 - Obtains authorization to pay invoices from Supervisor or appropriate others, as necessary.
 - Enter invoices and matches to purchase orders and receiving documents.
 - Make entries into accounting software.
 - Maintains communication with outside vendors in a courteous and tactful manner
 - Reconcile differences between purchase orders and invoices,
 - Answer questions, obtain information, etc.
 - Reviews periodic statements and/or computer reports to monitor assigned accounts.
 - Prepares and submits journal entries for unprocessed invoices, in accordance with established procedures.

Minimum Requirements:

Education / Experience:

- Associates Degree in Accounting/Finance or other related disciplines
- 2-3 year of experience in a moderate volume processing A/P department

Skills: Problem solving, Customer service, Planning/organizing, Quality Control, Adaptability, Dependability

Technical Experience:

Proficient in Microsoft 365 Office, especially Word, Excel and Outlook.
Knowledge of MIP or other accounting software

Work Schedule: Monday – Friday 9:00AM – 5:00PM

Job Status: Full Time / Non-Exempt

Benefits:

Broad Health and Welfare Benefits offerings
401K
Air controlled office setting
Onsite Parking

Send cover letter and resume to:

Denise Robinson, Human Resource Director
HR@allencathedral.org
Or mail to
110-31 Floyd H. Flake Blvd (formerly Merrick Blvd)
Jamaica, NY 11434