

MACPHERSON

POWERING THE FUTURE

Accounts Payable Clerk Job Description

Accounts Payable

- Review and process vendor invoices in Open Invoice, ensuring accurate coding and routing for proper approval.
- Respond to vendor and internal inquiries by researching concerns or discrepancies.
- Manage the company's AP inbox for assigned accounts.
- Verify transactional data, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Provide exceptional customer service to vendors and internal personnel.
- Maintain relationships with new and existing vendors.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures.
- Maintain general accounting knowledge of accounting principles and practices.
- Maintain financial and account records within multiple systems.
- Provide support with year-end audit requests.
- Manage petty cash checks.
- Provide back-up to colleagues as needed.
- Adhoc projects as assigned.

Payroll

- Review company time and attendance for accuracy and completeness.
- Work with staff accountant on salary & wage allocations for monthly JIBs.

Administrative

- Answer telephones
- Greet visitors
- Filing
- Weekly mail/town runs
- General administrative tasks as required

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Qualifications

- 2+ years of Accounts Payable or Accounting experience
- High school diploma required
- Must have strong work ethic
- Must be well organized and a self-starter
- Must be able to follow standard operating procedures
- Must have the ability to communicate effectively verbally and in writing
- Attention to detail, professional attitude, reliable
- Proficient in Microsoft suite: Access, Excel, Word
- Ability to interact with employees and vendors in a professional manner
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- General math skills

Preferred Qualifications

- Experience in Oil and Gas industry
- Prior experience working with Open Invoice, OGSYS, and ADP
- College degree desirable