Job Title: Accounts Payable and Payroll Clerk

Job Summary: The Accounts Payable and Payroll Clerk is responsible for managing financial transactions related to accounts payable, processing payroll, and maintaining accurate financial records. This role ensures compliance with financial policies and procedures while contributing to the overall efficiency of the accounting department.

Key Responsibilities:

1. **Accounts Payable:**
    - Review and verify invoices and payment requests.
    - Process and code vendor invoices for payment.
    - Maintain vendor records and ensure timely payments.
    - Reconcile accounts payable transactions and resolve discrepancies.
    - Assist in the preparation of financial reports related to accounts payable.
2. **Payroll:**
    - Process and manage payrolls for all employees, ensuring accuracy and compliance with regulations.
    - Maintain employee records, including timesheets, deductions, and benefits.
    - Prepare and distribute payroll reports and summaries as needed.
    - Respond to employee inquiries regarding payroll.
3. **General Accounting:**
    - Assist with month-end closing activities.
    - Maintain accurate financial records and documentation.
    - Support audits by providing necessary documentation and records.
    - Collaborate with other departments to ensure accurate financial reporting.

Qualifications:

- Proven experience in accounts payable and payroll processing.
- Proficient in accounting software and Microsoft Office Suite, especially Excel.
- Strong attention to detail and accuracy.

- Excellent organizational and time-management skills.
- Ability to work independently and handle multiple tasks.
- Ability to lift 25 pounds.

Work Environment: This position typically operates in an office setting. It may require occasional overtime during busy periods, and events.