



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Accounts Payable Clerk

Description:

Preferred Personnel's Oil & Gas clients are seeking **multiple** experienced Accounts Payable clerks!

Job Duties:

- Sort, code and match invoices
- Set invoices up for payment
- Enter and upload invoices into system
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Research and resolve invoice discrepancies and issues
- Correspond with vendors and respond to inquiries
- Produce monthly reports
- Assist with month end closing

Key Competencies

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Problem-solving skills
- Team work
- Ability to meet deadlines
- Familiarity with accounting programs and software such as QuickBooks/Oracle/Wolfpac/ADP/SAP/JDE

APPLY TODAY! Send resumes to ppi@preferred-personnel.com