

Part-time Administrative Assistant – Accounts Payable
25 – 30 hours per week

Position Summary:

The Administrative Assistant is responsible for clerical assistance in Accounts Payables, and will also be the primary back up for the receptionist.

Essential Functions:

- Scanning accounts payable packages into the system.
- Performs filing, copying and mailing invoices.
- Mailing AP checks.
- Printing invoices from vendors for accounts payable.
- Assist accounts payable with vendor statements.
- Back up for receptionist.

Required Knowledge, Skills, and Abilities:

- Strong work ethic
- Requires strong organizational skills and attention to detail.
- Requires the ability to effectively build rapport with both internal and external customers.
- Requires a positive attitude and ability to function both independently and in a team setting.
- Must demonstrate integrity and perform duties in an ethical manner.
- Must be willing to work extra hours and assist with special projects as directed by the A/P manager.
- Must be able to communicate in English with regard to the essential functions of the position.
- Performs other duties as assigned.

Required Experience and Education:

- Associates degree preferred, but not required
- High school diploma or GED equivalent
- 2 – 3 years' previous experience preferred, but not required

Physical Demands:

- Requires visual, hearing, and speech acuity.
- Frequently required to stand, walk, and climb stairs.
- Must be able to lift, carry, push and/or pull objects up to 20 lbs.