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**Accounts Payable Clerk**

**Reports to:** CFO, Controller

**Supervises:** No supervisory duties are included in this position.

**Job Summary** - Process all accounts payables. Receive invoices, key invoices and prepare checks for signature and distribution.

***Required:***

* High school diploma or GED
* Proficient computer skills including Microsoft Office, especially Outlook email and Excel

***Preferred:***

* Associate’s or bachelor’s degree in Accounting, Finance or related area
* Experience with accounting software, specifically accounts payable module.
* Strong organizational skills
* Previous experience in accounting, private club operations, or other hospitality experience

***Job Knowledge, Core Competencies and Expectations***

* Able to calculate figures and amounts such as discounts, taxes, allocations, proportions and percentages
* Basic knowledge to process documentation required to pay invoices
* Ability to operate computer and other general office equipment
* Familiarity with generally accepted accounting principles

***Accounts Payable Job Tasks/Duties***

* Collect vendor invoices via mail or email
* Distribute vendor invoices to responsible Department Heads for approval
* Receive G/L coded and approved vendor invoices from Department Heads
* Verify G/L account coding on approved vendor invoices and key into AP system
* Print checks and provide supporting documentation to the CFO and COO
* Mail signed checks to vendors
* Ensure that club policy on obtaining proper authorization signatures is followed
* Compile and maintain credit applications for vendors
* Manage all credit memos to ensure that no incorrect charges are paid
* Interact with department heads regarding credit memos and invoice problems
* Reconcile vendors’ statements to assure that all invoices are accounted for
* Generate and mails Federal Form 1099 to employees
* Assist with clerical work in the Accounting Department
* Assist the Controller in preparing month-end financial statements
* Complete other appropriate assignments made by the Controller or CFO