

## **Accounts Payable Clerk**

We are looking for an Accounts Payable Clerk in the Bartlett area.

### **Requirements:**

- Strong accounts payable skills are required.
- Must have 2 or more years in AP.
- Must be able to process 100+ invoices a day accurately and quickly.
- Must be very detailed and organized.
- Must have thorough knowledge of all general accounting principles.
- Must be a team player and personable with clients and co-workers
- Must also have advanced Word and Excel skills.

*Candidates will be tested in A/P, Word and Excel*

**Salary:** \$14 an hour DOE

**Hours:** Monday – Friday, 8 – 5

*Candidates with resumes that do not meet the exact requirements for this position will not be contacted.*

To further explore this opportunity, please submit your resume to [staff@brannonprofessionals.com](mailto:staff@brannonprofessionals.com)