

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: \$15 an hour DOE, plus benefits

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