

Accounts Payable Bookkeeper

- *Must have high school diploma
- *Preference given to those with work above the high school level and/or significant work experience in the bookkeeping field.
- *Must have working knowledge of accounts payable. Preference given to those who have worked with purchase orders and a receiving department.
- *Preference given to those applicants who have worked with cost centers.
- *Ability to work within a multi-department environment.
- *Working knowledge of Microsoft Office-Word, Excel, etc.
- *Ability to work within externally as well as internally imposed deadlines.
- *Salary commensurate with experience.