



## **Accounts Payable/Accounts Receivable Clerk**

Full or Part Time Position

### **Position Summary:**

This position's primary role is to assist Staff Accountant with processing all incoming and outgoing invoices and entering payments received and processing payments for OWL and our subsidiaries. Secondary functions would include calling about past due accounts, creating purchase orders, organizing receipts for credit card expenses, and assisting in start up functions of new division. This position has potential for Full Time employment in the future with full benefits as new division grows and full time is needed to sustain.

### **Essential Duties:**

1. Entering all incoming invoices, processing payment in timely manner.
2. Make necessary payments online or with Credit Card when beneficial.
3. Creating and posting invoices for subsidiary manufacturing company.
4. Keeping track of aging and unpaid invoices to our customers.
5. Converting Invoices to formats requested by customers and submitting through the proper software.
6. Other duties as assigned to support the Finance Dept including, but not limited to:
  - a. Invoicing
  - b. Purchase Order Processing
7. Other duties as assigned to support other Departments within OWL

### **Supervisor:**

Controller

### **Supervision Given:**

None

### **Job Requirements:**

Minimum Requirements: Associates degree in accounting, or related field, and a working knowledge of Microsoft Office Suite programs

2+ years' experience in Accounts Payable/Accounts Receivable

Preferred but not Required: Previous experience and a working knowledge of Microsoft Dynamics Great Plains accounting software