Accounting Clerk | Main Office

About this Position:

The purpose of this position is to ensure accurate accounts payable records including all invoicing and issuing vendor payments.

You will be responsible for:

- Maintain accounts payable process including but not limited to:
  - Match vendor invoices with receiving documents, perform 3-way match, and resolve any discrepancies
  - Record vendor invoices in the General Ledger
  - Balance accounts payable records with vendor statements
  - Process accounts payable payments timely
  - Reconcile accounts payable general ledger accounts to subsidiary monthly
  - Maintain accountability and verification of charges to the company credit card
  - Complete credit applications and tax exempt documents for submission to vendors
- Maintain the AP Masterfile ensuring accuracy and validity of vendor and vendor information
- Update bank reconciliation and cash management spreadsheet daily
- Provide assistance with audits and financial process
- Maintain, update and submit 1099's to the Internal Revenue Service
- Prepare month-end AP reports and AP reconciliations
- Answer accounts payable questions and requests from vendors
- Scan documents in accordance with records retention policy
- Help out in other areas as requested or needed
- Assist in AR job functions as needed
- Strictly follow safety policies, procedures, rules and safe work methods, along with making safety suggestions to support continuous improvements in safety

Skills & Qualifications:

- Must be able to accurately use computer programs that are needed to complete tasks
- Handle and prioritize multiple tasks and be able to work independently
- Must be proficient with Microsoft Office & Excel
- Ability to express clear verbal and written communications

Are you the Right Candidate?

If you are highly motivated, and believe you would be a good fit for the Accounting Clerk, we'd love to hear from you! To apply, please send your resume to hr@shoremaster.com or apply in person at 1025 International Drive, Fergus Falls, MN.

ShoreMaster, LLC is an equal opportunity employer