



Accounts Payable Clerk

Merit Technologies Worldwide - Canton, MI

Position Summary

Responsible for providing accounting support to controller. Keys daily worksheets to the general ledger system, ensures files are complete and maintained as needed, handles accounts payable duties, and assists accounting personnel.

Essential Responsibilities

- Perform accounting and clerical functions to support supervisors.
- Research, track, and resolve accounting problems.
- Compile and sort invoices and checks.
- Issue checks for accounts payable.
- Place checks in envelopes and mail out.
- Record business transactions and key daily worksheets to the general ledger system.
- Record charges and refunds.
- Support accounting personnel.
- Input type vouchers, invoices, checks, account statements, reports, and other records.
- Provide front desk customer service.
- File and tally deposits.
- Work with adding machines, calculators, databases and bank accounts.
- Match invoices to work orders.
- Process bills for payment.
- Open mail and match payments to invoices.
- Arrange for money to be delivered to bank.
- Utilize computer systems to run databases, pay bills and order supplies.
- Contact individuals with delinquent accounts.
- Ensure customers accept payments or refunds.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Proven accounting experience
- High school diploma
- Associate's degree or relevant certification is a plus

Job Knowledge, Skills and Abilities

- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, databases and accounting software
- Accuracy and attention to detail
- Aptitude for numbers
- Well organized

Physical Demands & Work Environment

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls. Must occasionally lift and/or move up to 40 pounds. Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus. Overtime may be necessary as work load's dictate. This may include weekdays, weekends and/or holidays.

Work Environments

Job will generally be performed in an office environment, but may require travel to visit a customer's facility and/or production facility. Job requires dealing calmly and effectively with high stress situations. Employees may be subject to random drug and alcohol testing under FAA regulations.

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- High Volume Invoices: 1 year
- Accounts Payable: 1 year