BioReference Laboratories

Title: Accounts Payable Clerk

Location: Elmwood Park, NJ

Job Type: Full-time

Compensation Type: Hourly  Wage: $15.00

Start Date: ASAP  End Date: 5/9/2017

Job Description:

Duties may include but are not necessarily limited to the following:

- Expense report reconciliation
- Match invoices to receivers/packing slips.
- Enter all invoices into AP system.
- Reconcile vendor statements monthly.
- Prepare and process weekly check runs.
- Assist in daily and monthly reports in AP.

Qualifications:

PREFERRED:

- College degree in Accounting.
- Experience a plus, will train.
- Concur experience a plus

REQUIRED:

- Proficient Computer Skills-All Microsoft Applications-Excel a must.
- Excellent verbal communication.
- Deadline-Oriented.
- Time management, Attention to detail.
- Confidentiality.

Application Instructions: www.bioreference.com