BioReference Laboratories

Title: Accounts Payable Clerk

Location: 41 Slater Drive, Elmwood Park, NJ 07407

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly  
Wage: $15.00 - $15.50

Start Date: ASAP

Primary Responsibilities:

- Expense report reconciliation
- Match invoices to PO/receivers/packing slips
- Enter all invoices into AP system
- Reconcile vendor statements monthly
- Prepare and process check runs weekly
- Assist in daily and monthly reports in Accounts Payable
- Assist with monthly audits and expenses
- Prepare and process weekly ACH and checks for expenses

Qualifications:

- College degree in Accounting and/or finishing degree in Accounting
- 1 to 2 years of experience a plus, but will train
- Proficient Computer Skills-All Microsoft Applications-Excel a must
- Excellent verbal communication
- Deadline-oriented
- Time management
- Attention to detail
- Confidentiality is a must

Application Instructions:

Apply online www.bioreference.com or send resumes to recruiting@bioreference.com.

About the Organization:

Bio-Reference Laboratories is the lab of choice for many in the Northeast. Serving the greater New York Metropolitan Area, and Now a Significant Presence on the West Coast in Campbell California as well as Florida and Maryland. The Company offers routine clinical tests, including Pap smears, pregnancy tests, cholesterol checks, and blood cell counts. Through its GenPath business unit, it also performs more sophisticated "esoteric" testing in areas such as cancer pathology and molecular diagnostics. It gets most of its orders (about 3.5 million per year) from
doctors' offices, collecting specimens at about 50 patient centers scattered throughout its service area in New York and New Jersey.

Our laboratory service in the New York Metro area is our core business, but it has expanded beyond those geographical boundaries through acquisitions, particularly in the area of specialty testing.

As a full service clinical laboratory, we are constantly looking for new technologies and new methodologies that will help us grow. People are our most important asset as we continue to grow and drive advances in technology.

BioReference Laboratories is an Equal Opportunity Employer.

Benefits:
- Medical
- Dental
- Vision
- Prescription program
- Life insurance
- 401K match