

Accounts Payable Clerk:

This person needs to possess a great attitude and strong work ethic. Top performers will be able to build positive vendor relationships through professional verbal and written communication, efficient processing of vendor inventory invoices and excellent problem solving when researching vendor issues. You must be a team player who strives to support our service team with timely and accurate processing of inventory transactions for

exceptional inventory accuracy. The level of service to our vendors and service team requires the ability to adapt to changing schedules and priorities. You should be highly organized and detailed to manage our subcontract process, vendor invoices and monthly reconciliations. Are you a continuous learner who wants to grow personally and help your teammates improve to meet new challenges created by SEI's growth?

Responsibilities:

Vendor invoice entry

Inventory transaction processing

Communication with vendors

Monthly reports and month-end reconciliations

Administrative management of subcontract process

File and maintain document organization

Other duties as assigned

Requirements:

- 1 - 3 years office or accounts payable experience
- Proven record of getting results independently - and as part of a team
- Excellent organizational and follow through skills
- Excellent verbal and written communication skills
- Ability to prioritize responsibilities
- Proficient in Excel and Word
- Experience with Great Plains Accounting preferred

Interested?

If your skills and positive attitude are a good fit for SEI, [please apply](#) today.