

Accounts Payable Coordinator

Local business in Crystal City has an immediate opening for an Accounts Payable Coordinator.

Duties include but not limited to handling a high volume of matching and entering invoices daily, process cash receipts, reconcile statements, monthly accruals, and other duties.

Skills Needed: Minimum 3 years of Accounts Payable experience, basic excel knowledge including the need for accuracy, timeliness, and a multi tasker. Experience with working with Sage CRE Service Management Software a Plus.

Company Benefits.

Serious inquiries only.

Please send resume and cover letter to:

Attn: Controller

PO Box 378, Crystal City MO 63019