

ACCOUNTS PAYABLE & INVOICING CLERK

Oregon Door is looking for the right individual with excellent communication and interpersonal relational skills to join their accounting team.

**Flexible schedule 32-40 hours a week,
\$20-\$24 DOE with generous benefits.**

ESSENTIAL JOB FUNCTION

- Completes payments and verifies expenses
- Resolve and document discrepancies with purchase orders, contracts, and vendor invoices
- Posts transactions utilizing chart of accounts and department cost centers
- Invoices customers and tracks freight costs
- Helps with office reception

QUALIFICATIONS

Experience with Microsoft Office and related software, Accounts Payable experience, Familiar with Generally Accepted Accounting Principles

To be considered for the position, submit resume and letter of application to

dshears@oregondoor.com

by September 9th, 2025

OregonDoor

