



JOB POSTING

LOCATION: Marquette County

POSITION TITLE: Accounts Payable Clerk

POSITION STATUS: Full Time, Scale 12, Non-union
40 hours weekly / Non Exempt

SALARY RANGE: \$16.44/hr - \$21.39/hr
Plus full time benefits

RESPONSIBILITIES: Primary responsibilities include performing a variety of independent tasks such as: processing payments electronically or via paper checks using agency accounting system, reviewing incoming documents and verifying that the required purchasing authorization & approvals have been obtained, reviewing account coding and making corrections as directed by the Accountant to ensure accurate program expensing, prepare monthly Accounts Payable Voucher for approval of the Pathways Board Finance Committee, provides up-to-date vendor information to Board as requested, receives and answers questions from other employees or the general public concerning the correct interpretation and application of specific work instructions or guidelines, maintains office files/equipment and general office area in an appropriate office environment.

QUALIFICATIONS: High School diploma or general education degree (GED); prefer College or Technical School certification. One to Two years related experience and or/training in accounts payable duties.

EFFECTIVE: To be determined

APPLY TO: Send letter of interest to:
Pathways - Human Resources Department
200 W Spring Street
Marquette, MI 49855
E-Mail: tburton@up-pathways.org
FAX: 906-225-7282

APPLICATION DEADLINE: If there are no internal applicants, this posting will remain open to external applicants until the position has been filled.

An Equal Opportunity Employer