



ACCOUNTING CLERK

DEPARTMENT

Accounting Office - 6300

QUALIFICATIONS

- Responsible, dependable, and good problem solver
- Ability to receive directions and work independently
- Ability to handle confidential information
- Ability for accuracy and attention to detail while being able to manage multiple tasks and staying organized and efficient
- Knowledge of Microsoft Word and Excel

DUTIES

- Filing: Maintain accounts payable vendor files and ensure documents are filed accurately, including creating file folders and labels for new vendor voucher packets
- Data input: Enter data from journal entries and other data sources
- Bank reconciliation of small accounts
- General office work
- Other Duties as assigned.

COMPENSATION

Begins at Minimum Wage

HOURS

Approximately 10 hours per week

CONTACT

Cheryl Anderson
Controller
503-517-1206
clanderson@warnerpacific.edu