



Job Title: *Accounts Payable Clerk*

Department: *Finance*

Reports to: *Office Manager*

Status: *Full-time, Non-Exempt*

Pay Range: *\$17.00 - \$24.00/ hour*

How to apply: *Submit applications through our website at www.mvcoop.com on the careers page or directly to klopez@mvcoop.com*

This job posting is accepting applications through May 22, 2026.

Summary:

The Accounts Payable Clerk reports to the Office Manager and is primarily responsible for processing invoices and issuing payments. This role is responsible for the financial processing of transactions for the Monte Vista Cooperative. The Accounts Payable Clerk's duties would include daily bookkeeping, recording keeping, financial reporting and the preparation of tax record for financial audits. Success in this role will require a positive attitude, great work ethic, organizational skills, and people skills!

Essential Duties and Responsibilities:

- Post business transactions, process invoices, verify financial data for use in maintaining account payable records
- Maintains meticulous records of outstanding payables
- Ensures the accuracy of an organization's financial documents for payment, auditing, and tax purposes
- Practice effective monitoring to ensure payments are made to vendors in a timely manner
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items
- Issues stop-payments or purchase order amendments
- Other duties as assigned

Skills:

- Excellent verbal and written communication
- Outstanding interpersonal and customer service skills
- Proficient problem solving and critical thinking skills

- Teamwork and collaboration skills
- Great work ethic and punctuality
- Excellent project management skills
- Functional knowledge of database and spreadsheet tools like Excel
- Distinctly self-motivated and cable of handling multiple tasks in a high-pressure environment

Education and/or Experience:

- Bachelor's degree in accounting, finance, business administration or other related field
- 1-3 years of accounts payable or general accounting experience preferred

Certificates, Licenses, Registrations:

- Valid Driver's License

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will exert up to 15 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances, and/or drive a vehicle to deliver and pick up materials. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.

DISCLAIMER: This job description, indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

Signature _____

Date _____