

**Position:** Part-time Office Services Clerk  
**Reports to:** Operations Accounting Manager

**Basic Requirements:**

- 2 years accounts payable experience
- Intermediate proficiency in Microsoft Excel
- Advanced level Word, PowerPoint, Adobe Acrobat
- Use of a 10-key calculator by touch
- Ability to multi-task, prioritize and stay organized to meet deadlines
- Ability to handle a multi-line phone system
- Good oral and written communication skills

**General Job Description:**

- **Accounts Payable (AP) -**
  - Process vendor invoices for payment. This includes three-way matching of purchase order, receiving document and the vendor's invoice.
  - Maintains alphabetical work files that permit the matching of documents in an expeditious manner.
  - Obtains missing documents and reconciles inaccurate information required in the matching of invoices from vendors with applicable receiving documents and purchase orders.
  - Applies data to AP vouchers as necessary before data entry into CODA accounting system.
  - Performs data input of AP transactions into CODA accounting system
- **Other Duties**
  - Performs back up duties of the Office Services Administrative Assistant and the Front Office Clerk/Reception positions
  - Input USOR and contractor labor hours into Maximo Work Order Tracking System
  - Generate and distribute weekly maintenance and PM Work Order reports
  - Print and alphabetize Purchase Orders and Receiving Reports generated the prior day in Maximo
  - File accounts payable and accounts receivable documents

**Other:**

- Able to work with a high volume of vendor invoices
- Able to deal effectively with daily and monthly deadlines
- Able to work independently with little supervision

### **Duties Performed in Backup Capacity**

- Front Office backup
  - Answer phones at switchboard
  - Sort and distribute faxes
  - Date stamp all incoming mail
  - Alphabetize incoming AP invoices received by mail and distribute to AP clerks
  - Print, date stamp and alphabetize invoices received by email
  - Add postage to outgoing mail
  - Sort bills of lading (BOLs) for invoicing customers
  - Prepare and assemble bunker packets for marine sales
  - Input employee charges listed on the Gasoline Service Pump Logs into Excel file
  - Enter Sales Volumes into Excel file on daily basis for quantity control
  - Data input of AP invoices into Coda accounting system
  - File accounts payable (AP) and accounts receivable (AR) documents
  - Order office supplies
  - Maintain customer master data (CMD) files in Micro-soft Word
  - Maintain supplies of copiers and printers located in Front Office and Treasury areas
  - Maintain tidiness in Front office areas
  - Oversee company vending machine stock levels and refunds
  
- Manufacturing Administrative Assistant
  - Compile and distribute nightly Operations orders for the refinery

Perform other duties as required by the Operations Accounting Manager.