



Asset Management Analysis Group, LLC
131 Silver Bluff Rd., Aiken, SC 29803
Office 803-502-0270

This contract position is at a DOE site in Aiken, South Carolina

CLOSES 02/21/2012

JOB/POSITION TITLE/DESCRIPTION: Accounts Payable Support

SUMMARY - Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

DUTIES AND RESPONSIBILITIES:

The requested services would include but not limited to:

- route, review and process invoices and check requests
- sort and match invoices and check requests
- enter invoices in financial system for payment
- prepare accounts payable checks, wire transfers and ACH payments
- reconciliation of payments
- prepare accounts reconciliations
- monitor accounts to ensure payments are up to date
- resolve invoice discrepancies
- correspond with vendors and respond to inquiries
- produce monthly reports
- assist in month end closing
- interact with other Costpoint and Time and Expense accounting and procurement team members

REQUIRED QUALIFICATIONS:

Education:

Bachelor of Science in Accounting

Communication:

Must have strong oral and written communication skills. Teamwork skills are important in the highly-matrixed project environment.

Experience/Skills:

2+ years of accounts payable and general accounting experience

Must have knowledge of accounts payable and general accounting procedures; proficient in computer applications including Excel and Word; proficient in data entry and management; organizing and prioritizing; attention to detail and accuracy; confidentiality; judgment; information management skills; problem-solving skills

Work Hours:

A 40 hour work week is scheduled. Work week excludes SRR holidays. Each work day has a 30-minute lunch. OT may be required as necessary.

Area Security Access:

A security clearance is not required.