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Open Position

Accounts Payable Clerk

Summary of Position

Performs various clerical duties (i.e. make copies, file documents). Prepares checks for payroll and/or payables. Processes invoices, posts information to accounting ledgers (i.e. payables, general ledger). Performs a variety of routine and non-routine accounting activities in accounts payable or a related financial area. Has knowledge of commonly used concepts, practices and procedures. Generally reports to Supervisor or Manager.