



Position Announcement: Accounts Payable/Receivable Clerk

Jackson Convention Complex

Jackson, MS

JOB TITLE: Accounts Payable/Receivable Clerk
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Salaried, Non-exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for an Accounts Payable/Receivable Clerk at the Jackson Convention Complex. This position will be responsible for processing invoices and cash receipts and assisting with data entry and file maintenance relative to computerized accounting system, as well as various accounting-related duties as required by the Director of Finance.

MAJOR RESPONSIBILITIES

- Pay vendors and maintain records for services rendered
- Match purchase orders to invoices
- Code invoices to general ledger number
- Sustains active vendor relationships
- Prepares vouchers and codes invoices for processing
- Input invoices into computer
- Verify and maintain accurate financial records
- Assist Accounting Manager with various projects as requested
- All other duties and responsibilities as assigned

QUALIFICATIONS

- Minimum one year office/clerical experience required; accounting experience helpful
- Effective written and oral communication skills; ability to handle multiple priorities and meet deadlines; basic math skills; must be able to perform data entry on computer
- High School diploma/GED preferred
- College level accounting courses a plus

TO APPLY:

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to dflippen@jacksonconventioncomplex.com.

SMG is an Equal Opportunity Employer