



John G. Ullman
& Associates, Inc.

Comprehensive Wealth Management

Part-Time Accounts Payable Clerk

John G. Ullman & Associates, Inc. is seeking an Accounts Payable Clerk to join our firm. This is an essential position in our company that will play an important role in supporting the company's strategic plans to grow and expand the business.

This is a 20-hour per week **part-time** position.

Working in a team environment, the Accounts Payable Clerk will work with the Junior Corporate Accountant to process the firm's accounts payables and work on other assignments as needed. Duties will include reviewing purchase orders for required information, organizing the purchase order and invoice information for review and approval to pay, review the accounts payable ledger, print checks and forward on for signature, send invoices and payments to the vendors, and update the appropriate information systems. Additional assignments may include maintaining the W-9 Forms for vendors, identifying Fixed Assets, tracking sales tax, utility expenses and branch office expenses.

The successful candidate must have at least an Associate's Degree in Accounting or a related field, or the equivalent in training and experience. A Bachelor's Degree in Accounting would be beneficial. We are looking for someone with 2-4 years of experience working with accounts payables, billing, and invoicing systems. Experience using a blend of financial/accounting systems and manual accounting processes would be beneficial. Must have experience working at least at an intermediate level with desktop software and applications (i.e. Word, Excel, PowerPoint, Outlook).

To Apply: if you are interested in applying please email a letter of interest and your resume to the Human Resources Department at HR@JGUA.com. Please indicate you are applying for the Accounts Payable Clerk position and use the reference code JGUA – AP.