



ACCOUNTS PAYABLE CLERK & ADMIN ASSISTANT

POSITION SCOPE:

The Accounts Payable Clerk and Administrative Assistant is a dual-role position responsible for handling various accounting tasks related to accounts payable and data entry. Providing comprehensive front desk reception management and support services to ensure efficient operation of company office functions. This role requires a highly organized, detail oriented, and proactive individual with excellent administrative and basic accounting skills.

RESPONSIBILITIES: ACCOUNTS PAYABLE CLERK

- Manage accounts payable by using accounting software and other programs.
- Regularly update and maintain financial records and ensure accurate entry of data in accounting system.
- Prepare financial documents such as bills, invoices, accounts payable, and other financial records in a timely manner.
- Establishing and maintaining relationships with new and existing vendors.
- Comparing purchase orders, prices, terms of payment and other charges.
- Support monthly and quarterly audits by providing necessary documentation and information.
- Perform reconciliations of accounts to ensure accuracy.
- Support our Corporate AP Department with accounts payable processing and research.
- Processing payments to vendors by phone or credit card as requested.
- Keep accurate files of invoices, payments, and vendors.

RESPONSIBILITIES: ADMINISTRATIVE ASSISTANT

- Serve as the first point of contact for the company, managing front desk operations, greeting visitors, and directing them appropriately.
- Distributes mail & packages. Maintains postage meter and handles mailing protocols.
- Greets visitors, suppliers, sales personnel, the public, and directs them to the appropriate representative.
- Provides general information, and answers customer questions.
- Answers multi-line phone system and directs calls or relays messages, as circumstances dictate. Must interact cordially and communicate professionally.
- Performs typing and clerical administrative duties for office personnel as needed.
- Maintains in a timely manner the handling, filing and processing of all invoices and invoice related assignments.
- Handles copies, faxes and clerical duties within the office.
- Inventory kitchen and office supplies.
- Back-up responsibility for office manager as needed and assigned.

REPORTING:

The Accounts Payable Clerk / Administrative Assistant reports to the Office Manager and V.P. EH&S.

QUALIFICATIONS, KNOWLEDGE & SKILLS:

- Minimum 2 years prior administrative/office experience.
- Ability to interact with high level executives with confidence and to respect confidential information.
- Proficient in MSWord, Excel and internet search capabilities.
- Strong organizational skills, ability to prioritize tasks, analyze data and meet deadlines.
- Carry out routine tasks and responsibilities with accuracy and timeliness.
- Ability to be flexible with many interruptions; to prioritize & manage multiple projects simultaneously.
- High school diploma required.
- Excellent communication skills (verbal, listening and written).
- Strong grammar skills.
- Initiative and a positive attitude a must.
- Occasionally lift and bend, approximately 30 lbs.

COMPENSATION:

The Office Assistant is an hourly position, Monday through Friday, 8:00 a.m. – 5:00 p.m., 40 hours a week. Punctuality and reliable attendance are a must.

EMPLOYMENT CONDITIONS/BENEFITS:

Employment with UEC will depend on passing a pre-employment drug screening test and physical that will be paid for by the company.

This position qualifies for employee benefits offered by UEC.