

Accounts Payable Clerk

KCAS Bioanalytical & Biomarker Services is seeking an Accounts Payable Clerk to assist with a variety of processes within the finance department of a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug developments, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

Position Summary:

The Accounts Payable Clerk is responsible for accounts payable and vendor related inquiries, including assisting with a variety of processes within the accounting function.

Key Job Responsibilities:

Typical responsibilities of Accounts Payable Clerk may include, but are not limited to, the following:

- Process accounts payable, including tracking expenses against budget and ensuring proper General Ledger classification upon entry.
- Assist with month-end reconciliation of bank and loan accounts.
- Prepare monthly sales and use tax reporting.
- Process expense reimbursements via automated software system.
- Along with Supervisor, ensure that products related to inventory are counted and accurate on a monthly basis.

Education and Experience:

Associates or Bachelor's degree in Accounting or related field
2 years of accounts payable experience
Experience working with QuickBooks is preferred

Competencies, Skills & Personal Attributes:

- Knowledge of coding invoices to a general ledger.
- Great attention to detail and problem-solving skills.
- Effective verbal and written communication with all levels of personnel within the organization.
- Ability to plan and organize independently on a daily, weekly, monthly basis.
- Perform all aspects of job in a way that supports company brand and company mission, vision and values.

Physical Requirements

- Ability to lift 20 pounds.
 - Ability to sit or stand for extended periods of time.
 - Ability to ascend and descend stairs.
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