

## Accounts Payable/Accounts Receivable Data Entry Clerk

### Job Summary

The Oregon International Port of Coos Bay is seeking to hire a part-time Accounts Payable/Accounts Receivable Data Entry Clerk to be an integral part of the Finance and Accounting department. The AP/AR Data Entry Clerk will perform timely and accurate data entry of the day-to-day processing of accounting transactions to ensure the Port's General Ledger and subledgers are maintained in an effective, up to date and accurate manner.

### Essential Job Functions

- Responsible for all Accounts Payable functions including but not limited to processing incoming invoices, ensuring timely approval and accurate coding of invoices from staff, processing and reviewing weekly proposed check runs for accuracy and completeness, vendor account maintenance, and processing employee expense reimbursements.
- Responsible for some Accounts Receivable functions including but not limited to issuing statements and invoices and applying customer payments.
- Coordinates the internal approval process for employee credit cards, including statement disbursement and transaction entry.
- Responsible for clerical duties of the Finance and Accounting department including file creation and maintenance and preparing outgoing mail.

### Required Experience & Education

This position requires a high school diploma, knowledge of Accounts Payable/Accounts Receivable, and data entry, Excel, Adobe, Outlook, Word, 10-key adding machine and general office equipment skills, as well as excellent telephone and organizational skills.

### Required Qualifications

- Possess strong organizational skills and keen attention to details.
- Knowledge of filing procedures and practices.
- Ability to maintain accurate and confidential records and files.
- Proficient with operating a computer, applicable software applications, and office equipment. Strong ability and desire to learn new computer software programs.
- High proficiency in Microsoft Office Suite and Adobe Acrobat.
- Typing proficiency of 60-70 wpm.
- Possess interpersonal/communication/customer service skills to effectively interact both verbally and in writing with coworkers, stakeholders, and customers, with courtesy, dignity, and respect.

### Posting Date

September 20, 2024

### Closing Date

Open Until Filled

### Compensation

\$18.00 per hour

### Employment Status

Regular Part-Time,  
Non-Exempt

### Department

Finance and Accounting

### Reports To

Accounting Supervisor

### Application Process

Email your cover letter  
and resume to  
[hr@portofcoosbay.com](mailto:hr@portofcoosbay.com)

Or, apply on our website at  
[www.portofcoosbay.com/  
employment](http://www.portofcoosbay.com/employment)

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## Accounts Payable/Accounts Receivable Data Entry Clerk, continued

### **Required Qualifications, continued**

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- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to identify alternative solutions and make appropriate recommendations.
- Possesses the ability and willingness to align with the vision, goals, and collaborative culture desired at the Port of Coos Bay.
- Ability to work alone and in a team environment by developing and maintaining good working relationships with coworkers, stakeholders, and customers.
- Ability to balance priorities, adapt to change, and stay calm and focused to meet changing requirements and commitments.
- Willing to complete special projects and other duties as assigned necessary to meet operating goals.

### **Benefits**

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Part time employees are eligible for paid time off (PTO) at a pro-rated basis, and participation in the Oregon State Public Employee's Retirement System (PERS).

### **Employment Eligibility**

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The successful candidate will be required to consent to a criminal background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

### **Application Process**

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Please e-mail your cover letter and resume to [hr@portofcoosbay.com](mailto:hr@portofcoosbay.com). Or, apply on our website at [www.portofcoosbay.com/employment](http://www.portofcoosbay.com/employment).