

Accounts Payable/Accounts Receivable Clerk

Job Summary

The Oregon International Port of Coos Bay is seeking to hire an Accounts Payable/Accounts Receivable Clerk to be an integral part of the Finance and Accounting department. The AP/AR Clerk will perform routine fiscal tasks including 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, petty cash control, and employee expense reimbursement management.
- Responsible for all Accounts Receivable functions including but not limited to issuing statements and invoices, ensuring timely payment from customers, monitoring for delinquent accounts, collections processing, and customer account maintenance.
- Coordinates the internal approval process for employee credit cards, including transaction entry and statement reconciliation.
- Responsible for clerical duties of the Finance and Accounting department including file creation and maintenance and preparing outgoing mail.
- Assists in the annual audit process by researching issues, clarifying information, and preparing supporting data.

Required Experience & Education

High School diploma and three years progressive accounting experience (some formal accounting education preferred); **OR** an Associate Degree in Accounting and one year progressive accounting experience; **OR** a combination of education and experience that allows the candidate to fulfill the position requirements, is required. Accounting experience must include accounts payable and accounts receivable.

Posting Date

June 2, 2026

Closing Date

Open Until Filled

Compensation

\$21-23 per hour, DOE

Employment Status

Regular Full-Time,
Non-Exempt

Department

Finance and Accounting

Reports To

Accounting Supervisor

Application Process

Email your cover letter
and resume to
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 Clerk, continued

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.
- 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

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, and term life insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

Employment Eligibility

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

Please e-mail your cover letter and resume to hr@portofcoosbay.com. Or, apply on our website at www.portofcoosbay.com/employment.