



EmergyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

Opening: Accounts Payable Specialist
Position: Full-Time (hourly Non-exempt)
Schedule: M-F
Location: Erie, PA, US

The Accounts Payable Specialist functions in the area of general ledger as it pertains to accounts payable processing. The Incumbent is responsible for the processing of accounts payable invoices and maintaining related files to support disbursements made; responsible for the monthly reconciliation of accounts payable detail to the general ledger; maintains cash status worksheet and balances/reconciles petty cash weekly. In addition, this position is responsible for completing yearly 1099 and 1096 tax forms.

Minimum Requirements

- Must have a High School degree or equivalent with experience in accounts payable along with a working knowledge of minor accounting skills.
- Good working knowledge of MS Office and strong computer skills required to learn other organizational software as needed to perform job duties required
- Must possess good verbal and written communication skills with the ability to work well with all levels within the organization
- Must be self-motivated, capable of self-direction, and able to handle multiple projects with positive outcomes in a busy office setting.
- Accuracy with details is required.

Preferred Qualifications:

- Experience with Great Plains accounting Software

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.