



## Accounts Payable Clerk

John G. Ullman & Associates, Inc. is seeking an Accounts Payable Clerk to join our firm. This is an essential position in our firm that will play a significant role in our strategic plans.

This is an exciting time to join our firm as we continue to grow. As an Accounts Payable Clerk, you will have the opportunity to join a highly trained and experienced corporate accounting team. Located in our Corning Branch Office, the corporate accounting team has comprehensive range of specialized experience combined with many years of experience serving as generalists.

In this position, you will have the opportunity to utilize your education, knowledge, training, and experience in the Accounting field. The primary focus of the position will be primary focus of the position will be accounts payable. In conjunction with the Controller and the Purchasing Coordinator secure, organize, and process information needed to prepare payments to the firm's service providers in a timely manner. In support of the firm's processes and procedures, as well as, compliance with the firm's auditing requirements, prepare and maintain hard copy and electronic records.

As time permits, the Accounts Payable Clerk may be asked to support the other functional areas of Corporate Accounting, to include tracking fixed assets, sales tax, utility expenses, branch office expenses, etc.

### Role:

- **Accounts Payable:**
  - **Review Purchase Orders:** for account information, supporting documents, and signatures.
  - **Invoice Matching:** organize purchase order, invoice, and monthly statement information to support the review process.
  - **Purchase Order Follow Up:** with vendors and/or purchasing to review and correct discrepancies.
  - **Review and Approval:** assemble information for final review and approval.
  - **Prepare Checks:** print checks to be signed by an authorized corporate officer.
  - **Payments:** send invoices and payments to service providers.
  - **Records:** update and maintain accounts payable systems and files.
- **Accounting Generalist:** assist with the other accounting functions
  - **Fixed Assets:** identify fixed assets and prepare supporting documentation.
  - **Sales Tax:** track sales tax and prepare supporting documentation.
  - **Utility Expenses:** track and prepare supporting documentation.
  - **Branch Office Expenses:** track expenses for assigned branch offices, prepare supporting documentation.

### Qualifications:

- Associate's degree in Accounting or a related field, or the equivalent in training and experience is required; a Bachelor's degree is preferred.
- 1-3 years of experience is required; 2-4 years of experience working with accounts payable, billing and invoicing systems is preferred.

- Experience using a blend of financial/accounting systems and manual accounting processes would be beneficial.
- Experience working as an Accounting Generalist would be beneficial.
- Strong interpersonal skills and an effective communicator.
- Strong organizational skills and the ability to manage multiple assignments effectively.
- Attention to detail.
- Strong technical skills to include Microsoft Office, Outlook, and Database Informational Systems.

**Job Description:**

To view the full job description go to [https://jgua.com/Accounts Payable Clerk](https://jgua.com/Accounts_Payable_Clerk)

**About Us:**

John G. Ullman & Associates is a wealth management firm committed to bringing human connection, attention to detail and trust to every aspect of financial planning. For over 40 years, we have helped clients plan for a lifetime of financial security, creating highly customized financial plans to manage, grow, and protect our client's wealth. Our team has grown to include a diverse group of expert financial planners, tax professionals, investment researchers, legal professionals and support staff in three separate New York State Locations; including our headquarters located in Big Flats, NY; and branch offices located in Corning, NY and Rhinebeck, NY.

**To Apply:**

If you are interested in applying, please e-mail a letter of interest and resume to Scott Schoonover, Director of Human Resources at [HR@jgua.com](mailto:HR@jgua.com). Please use Reference # JGUA-AP.