

Firm/Company Name

(Send copy of firm logo for posting)

Job Title [Position]:	Accounts Payable Clerk	Job Category:	Accounting
Department/Group:		Posted By:	
Location:	Philadelphia, PA	Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:		Date posted:	
Reports to:		Posting Expires:	[i.e., 30-days] 2/7/2019

Applications Accepted By:

Fax or E-mail:

Attention:

Mail:

Please apply online:
<https://recruiting.ultipro.com/fox1001frllp/JobBoard/88a19d60-0e84-49c7-b754-509a756678e7/OpportunityDetail?opportunityId=b5075673-42d4-4c4b-93ea-a4d62b47787c>

Job Description

Brief Summary:

Fox Rothschild is looking for an Accounts Payable Clerk for our Philadelphia office. The Accounts Payable Clerk is responsible for all payment transactions. This position performs the day to day processing of payments to ensure the Firm's payments are maintained in an effective, accurate and up to date manner.

Duties:

- . Receive and verify invoices
- . Process invoices in the computer system
- . Process check requests
- . Manage the check runs
- . Prepare manual checks as requested
- . Maintain vendor files
- . Other accounting duties as assigned

Skills/qualifications:

Prior experience in an AP role
 College Degree preferred (AS or BS)
 Law firm experience preferred

[NOTE: Attach separate sheet(s) as necessary with the complete job description]

Fox Rothschild LLP - Accounts Payable Clerk

Fox Rothschild is looking for an Accounts Payable Clerk for our Philadelphia office. The Accounts Payable Clerk is responsible for all payment transactions. This position performs the day to day processing of payments to ensure the Firm's payments are maintained in an effective, accurate and up to date manner.

Primary responsibilities include:

- Receive and verify invoices
- Process invoices in the computer system
- Process check requests
- Manage the check runs
- Prepare manual checks as requested
- Maintain vendor files
- Other accounting duties as assigned

Requirements:

- Prior experience in an AP role
- College Degree preferred (AS or BS)
- Law firm experience preferred
- Elite system experience also preferred
- Positive and professional attitude
- Knowledge of Microsoft Office required

FOX ROTHSCHILD LLP IS AN EEOC EMPLOYER.