# Foreign Accounts Payable Clerk

FLSA Status: Exempt

# Job Summary:

The Foreign Accounts Payable Clerk will be responsible for monitoring the outflow of capital from the company to vendors located internationally.

## Duties/Responsibilities:

* Reconciles expense and other financial reports with account balances and other office records.
* Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
* Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
* Assists with accounting records and ledgers by reconciling monthly statements and transactions.
* Other duties as assigned.

## Required Skills/Abilities:

* Must be reliable and extremely trustworthy.
* Must be proficient in Microsoft Office Suite or related programs.
* Must be able to learn other accounting software systems.
* Excellent organizational skills and attention to detail.
* Ability to maintain confidential and meticulous records.

## Education and Experience:

* High school diploma required; Business or Accounting degree preferred.
* Certified Accounts Payable Professional (CAPP) certification preferred.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.