

Job Title: Accounts Payable

Location: Corpus Christi, TX

Status: Full time

Description: The position of Accounts Payable Clerk is responsible for daily completion of assigned essential duties with the highest regard for accuracy and quality of service. Assigned duties involve processing of all accounts payable functions and completing all related duties, miscellaneous customer service and timely completion of all assigned essential duties. The Accounts Payable Clerk is responsible for processing incoming invoices to include proper coding, verification of supporting documentation, obtaining appropriate approvals for payment, entering the invoices by vendor into the accounts payable system, generating paper checks or direct deposit payments, and entering all required documents into the Synergy program for record keeping, ensure current W-9s are on file for each vendor, and processing employee reimbursements.

Skills/knowledge: Knowledge of basic accounting principles associated with banking operations is required. Proficiency in use of personal computers and ability to create (and maintain) spreadsheets is also required. This job requires the ability to meet established deadlines, work productively in groups and individually, communicate effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.

Education/work experience/licenses: High school diploma or equivalent required. Prior experience in accounts payable required, preferably in banking.

Application information

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

Faxed: 361-888-3796
Subject: accounts payable

Or

Emailed: jharris@fcbot.com
Subject: accounts payable

Equal Opportunity Employer