



F.W. WEBB COMPANY

## Job Posting

Position Title: General Office Clerk

Location: Londonderry, NH

Reports To: Office Manager

Pay Range: \$21.00 - \$26.00 per hour

### Responsibilities:

- Accounts Payable – review journals, and process/prepare invoices for payment.
- Oversee filing system for all accounts payable documents.
- Contacting vendors for updated shipping schedules
- Validate and update purchase orders
- Interact with a variety of internal and external vendors and customers.
- Answer Phones, data entry, and assist in all aspects of CD billing process.
- Assist with researching and resolution of a variety of A/P issues
- Perform other office duties as assigned by Office Manager.

### Qualifications:

- Strong PC/Data entry and Microsoft Excel skills a must
- Comfortable working in a fast-paced environment.
- Accounts Payable experience preferred
- Capable of effectively prioritizing workload
- Work proficiently and professionally with minimal supervision