

**Administrative Assistant/Accounts Payable Specialist**

**Available immediately**

**Please forward resumes to Liz Stalknecht @ [Lstalknecht@wbgcc.com](mailto:Lstalknecht@wbgcc.com)**

**Job Summary**

Maintain records of accounts payable. Reconcile accounts payable with invoices, purchase orders, and expense reports. Issue payments on accounts. Administrative functions

Collect, post, and file invoices.

Purchases and maintains office supplies.

Compiles and maintains credit applications for vendors.

Generate checks with supporting documentation for signing.

Manages all credit memos to ensure that no incorrect charges are paid.

Assists with clerical work in the accounting department.

Maintains vendor contact records.

Reconcile vendor statements to ensure that all invoices are accounted for.

Interacts with department heads regarding credit memos and invoice problems

Maintains equipment contact files and contracts with vendors

Completes other appropriate assignments made by the controller.

Reconciles Monthly Credit Card bill

Reconcile Department Heads' expense reports

Prepares Gift Certificates for charities.

Assists Department Head with various requests

Work with the IT company on computer issues

Prepare yearly Club Directories, By-Laws/Rules, and Regulations

Prepare for Monthly Board meetings

Assist Members with various request

Update in-house directory