



Department of Human Resources

**Invites applicants for the following position:**

**Accounts Payable Clerk**

Requisition: ACCOU01253

The Accounts Payable Clerk is responsible for the daily accounts payable processing function, including processing invoices for payment, matching invoices to purchase orders, completing 3 way and 2 way match for invoices, enter diversity information by invoice, resolving discrepancies, processing payments, via Automated Clearing House (ACH) and checks, reconciling weekly check runs, communicating with internal and external business partners. as needed, creating and maintaining accurate payables records. Other responsibilities include verifying purchasing procedures such as accounting code reviews, signatory guidelines, and purchase order accuracy.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Processes individual accounts payable invoices, including reviews general ledger coding for accuracy.
- Processes diversity information on invoices as necessary.
- Verifies purchasing procedures such as signatory guidelines, matching and purchase order accuracy.
- Processes accounts payable payments via ACH and checks.
- Processes check voids in Accounts Payable system.
- Communicates with both internal and external business partners to research and resolve issues as needed.
- Creates export files for ACH payments to submit to bank.
- Maintains spreadsheet for weekly cash summary and submits to Treasury for funds transfers.
- Analyzes data and reports any problems or discrepancies to management.
- Creates and maintains accurate records, including invoice files.

**QUALIFICATIONS:**

**Required:**

- Associate degree in Accounting or related field.
- 2 to 4 years of related experience.

**Preferred:**

- Bachelor's Degree in Accounting or related field.
- 4 to 7 years of related experience.

**Accepting applications through:** Friday, August 2, 2019

**How to apply:**

Apply by visiting: [flynashville.com/careers](http://flynashville.com/careers)

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214

(615) 275-1782 Hours: Monday – Friday, 8 a.m. – 5 p.m.

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Employment with the Nashville International Airport is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.