



## WE'RE HIRING SELF-STARTERS!!

If you are a motivated self-starter and want to work in a fast paced environment with people who care about each other and feel like family, and want opportunity to grow into new positions, then we are looking for you. Fitness Plus was recognized in the 2010 Inc500 list of fastest growing privately held companies, and is one of the fastest growing companies in Missouri. We need people who can work hard and are ready to grow with our quickly growing company.

Job Title:	<b>Part-Time Accounts Payable Clerk</b>
Department(s):	<b>Accounting</b>
Pay Range:	<b>\$12.00 - \$15.00 per hour</b>
Report to:	<b>Accounting Supervisor</b>
Revision Date:	<b>04/23/2019</b>

**Position Overview:** This is a part-time, 2 days per week, position, reporting to the accounting supervisor, paying between \$12 and \$15 per hour, depending upon experience. The A/P Clerk is primarily responsible for processing between 50 – 100 invoices on a weekly basis by matching them to a Purchase Order, entering them into the accounting system, printing checks and maintaining the filing system. Other items may be assigned as needed, as this is just an overview of the position.

### Minimum Requirements:

- Must be a United States citizen or legal resident
- High School Diploma
- Pass a background investigation
- 2 years office experience, accounts payable preferred
- 1 year phone experience dealing with vendors
- Excellent communication skills
- Extremely detail oriented
- Microsoft Office skills
- Peachtree Software, 1 year preferred
- Experience with internet and 10-key
- Ability to work with confidential material and have it remain confidential
- Punctual and motivated self-starter
- Team player

### Essential Job Functions:

- Maintain invoices in the A/P system
- Match invoices to receivers and purchase orders
- Obtain needed authorizations according to company policies
- Create payment reports for approval
- Weekly check runs
- Maintain A/P reports daily, weekly, and monthly, as required
- Filing for A/P department

- Work with vendors to maintain correct procedures and to correct any and all issues that might arise
- Maintain file for use tax
- Work with CPA, as needed
- Responsible for maintaining records of W-9s for vendors
- Performs other duties as assigned from time to time by management

**To apply for this position you can do one of the following:**

- Email resume to: [HR@Fitness-Plus.net](mailto:HR@Fitness-Plus.net)
- Mail resume to: 650 N. Main Center, Suite 101, St. Charles, MO 63301
- Fax resume to: 636.634.3699

*Please specify which position you are applying for as we may have several positions open at once.*