

AP Clerk

Job Location – Visalia, CA



AP Clerk Responsibilities:

4Creeks is seeking an AP Clerk to work under the direction of the Controller to complete various accounting and clerical tasks that may include but not limited to:

- Process Accounts Payable
- Being a liaison for our Vendors
- Assisting in the Financial Management of Projects
- Prepare contracts and coordinate with client to fully execute prior to project starting
- Obtaining and Tracking of Insurance Documents
- Filing and organization of financial documents
- Answering phones

The ideal candidate will be willing to work alone or on a team, flexible, be positive and self-starting, energetic, and friendly.

Minimum Qualifications

1. The position requires an Associate's Degree.
2. Minimum of 1-2 years of experience.
3. The ideal candidate will have high customer service ethic, adaptability, ability to follow instructions, excellent written and verbal communication skills.
4. Experience with Microsoft Office, including Word and Excel is required.
5. California State driver's license.

Compensation

Salary will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

About 4Creeks:

We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and rebuilding what's broken, from Bakersfield to Sacramento. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together. As you walk through our doors we think you'll see and feel the 4Creeks difference.

How to Apply:

For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to **hr@4-creeks.com**. Our Human Resource Administrator will contact you promptly for initial interview coordination.