



Accounts Payable Clerk

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for an Accounts Payable Clerk at our La Crosse, WI facility. This position assists the A/P Supervisor with the accurate entry of vendor invoices into the accounts payable system, check register processing, wire transfer origination, financial data record keeping, reconciling the accounts payable system with the general ledger along with other account reconciliations, and other accounting support activities within the Finance Department.

Duties and Responsibilities include, but are not limited to:

- Accounts Processing
 - Ensure timely and accurate entry of all vendor invoices into the accounts payable system
 - Match invoices to receiving data and purchase orders
 - Investigate price differences between purchase orders and actual invoices received
 - Obtain necessary approvals on invoices or related documents per Company policy
 - Review general ledger account distributions to ensure accurate posting to the ledger
 - Maintain filing system of vendor invoices
- Payment Processing
 - Prepare necessary reports as requested
 - Assist with processing check printing and wire transfer origination
 - Assist with maintenance of check stock and voided checks
- Account Reconciliations
 - Assist with monthly reconciliation of all accounts payable listings in the general ledger
 - Assist with the preparation of journal entries or necessary accruals
 - Other account reconciliations as assigned.

QUALIFICATIONS

- An Associate's Degree in accounting or other business-related discipline preferred
- Prior experience in accounts payable processing preferred
- Working knowledge of Microsoft Office software (Excel)
- Effective oral and written communication skills
- Ability to prioritize an assigned workload
- Ability to maintain strict confidentiality with all transactions
- Ability to work effectively in a team environment
- Ability to flex into other assignments as needed

Visit our website at www.citybrewery.com. If you are interested in joining our team, please forward your resume to:

Human Resources
City Brewing Company
925 South 3rd Street
La Crosse, WI 54601

Or email resume to: jobs@citybrewery.com, subject line AP Clerk

Or apply online: www.citybrewery.com