

# **Accounts Payable & Regulatory Assistant**

## **JOB SUMMARY:**

The Accounts Payable & Regulatory Assistant will be responsible for the financial administrative and clerical support of the company and will work with all departments to ensure all applicable regulatory requirements are followed.

## **Accounts Payable Job Description:**

- Data entry - All approved invoicing for all 3 companies
- Check Runs processed weekly
- Bank Statements - Print and audit daily
- Credit Card Statements - Print and audit monthly
- Create all vendor accounts
- Journal Entries
- Scanning - Checks and Invoices
- GTR Taxes
- Distribution of Mail
- Vendor Portal Payments

## **Accounts Payable Skills and Qualifications**

- Strong data entry skills
- Proficient in Microsoft Excel and Word
- Knowledge of accounting principles and Accounts Payable processes
- Ability to work independently and take initiative
- Excellent written and verbal communication skills
- Demonstrated analytical, problem-solving, statistical, and mathematical skills required
- Must possess strong multi-tasking and organizational skills
- Ability to work within tight deadlines required
- Knowledge of Cayenta and Infinity V4 helpful

Priority will be given to internally referred candidates.

Send your application and resume to [HR@corninggas.com](mailto:HR@corninggas.com).