



Marianas Gas Corporation dba:

Island Equipment Company®

POSITION TITLE: ACCOUNTS PAYABLE CLERK (Full Time Temporary)

DEPARTMENT: Business Office - Finance Department

LOCATION: Island Equipment Company's Corporate Offices
272 E. Harmon Industrial Park Road, Suites 101-103, Tamuning GU 96913

Island Equipment Company is looking for a reliable and skilled **Accounts Payable Clerk** to be responsible for accounts payable related responsibilities in the Business Office. Duties may also include other finance-related duties and other general accounting functions. This is a Full time- Hourly-Temporary position.

MAJOR DUTIES AND RESPONSIBILITIES:

Description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign other tasks of similar nature or level of responsibility nor does it imply an employment agreement.

- Performs day to day financial transactions including any combination of following calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer.
- Computes and record charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
- Prepares vouchers, invoices, checks, account statements, reports, and other records.
- Reconcile the accounts payable ledger to ensure that all invoices and payments are accounted for and properly posted.
- Provides administrative support to the Department's Financial Manager and company's Chief Financial Officer
- Other duties as assigned.

REQUIRED SKILLS/QUALIFICATIONS:

- Solid understanding of basic bookkeeping and accounting payable principles
- Solid computer skills with the ability to learn new software and adapt to technology changes/updates.
- Intermediate knowledge of Microsoft Office Application, particularly Excel and Word
- High level of accuracy and analytical skills with attention to detail
- Solid communication and interpersonal skills
- Ability to work as a team member and also function independently with minimal supervision
- Ability to prioritize multiple tasks under strict deadlines and work in a fast-paced environment
- Ability to work with confidential material and handle situations with discretion and discernment.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Applicants must also have at least 3+ years general accounting experience.
- College level courses in Accounting or a College Degree in Accounting preferred

NOTE: *Review of Applications begins immediately and will continue until the position is filled. Applications for this position may be kept on file and may be considered for future positions @ Island Equipment Company. Only those selected for further consideration will be contacted. Your interest in Island Equipment Company is appreciated.*

Island Equipment Company offers competitive pay, career development & advancement opportunities, and full benefit packages, subject to special eligibility requirements.

APPLY TODAY! Send Cover Letter, Resume and Professional references.

Island Equipment Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Island Equipment Company complies with applicable local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Island Equipment Company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Island Equipment Company's employees to perform their job duties may result in discipline up to and including discharge.

HIREGUAM JOB # 4544