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**Role Summary:**

We are looking for a Part-Time Accounts Payable Clerk to help support our growing Finance department.

As an Accounts Payable Clerk at Red and White, you will be responsible for managing the accounts payable workflows. You will be working closely with our sales and operations teams, external vendors, auditors, and cross functionally within the organization.

We are a family owned and operated sightseeing company, offering domestic and international visitors narrated sightseeing cruises around San Francisco Bay.

Please learn more about us at redandwhite.com

**Responsibilities**

* Point person for AP questions from internal, vendors and customers
* Processing Accounts Payable
* Research and resolve invoice discrepancies and issues
* Harvest invoicing
* Ad-hoc reporting and accounting related data entry
* Maintain electronic files
* Review incoming mail and ensure things are forwarded to the appropriate person
* Support the team with month/quarter/year-end financial schedules
* Bank reconciliations
* All other duties as assigned

**Requirements**

* 2+ years’ experience in finance/accounting required
* Able to demonstrate a proficient level of accounting knowledge.
* Proficiency with Microsoft Office (Excel, Word, Outlook)
* Knowledge of Generally Accepted Accounting Principles
* Requires a team player with ability to interface with all levels of management and personnel

Compensation $50,000 - $55,000 per year, Nine Paid holidays, 401k retirement plan

Our employees are members of the family, who share our same goals and passions. Ideal candidates are confident, driven people who are excited to grow and succeed with one of the original bay cruises in the Bay Area. If you are looking for a rewarding career, we would like to meet you and discuss the endless possibilities.