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CAREER OPPORTUNITY
Accounts Payable Clerk

About Us:

MetaLINK Technologies has been serving our customers since 1996, providing High-Speed Broadband Internet, Fiber Transport, Co-location, Web Hosting, and Hosted Phone Services and systems.

Locally owned and operated, our goal as your service provider is to offer you and your business fast, reliable Internet access and professional, world-class technical support to keep your connection running smoothly.

We are proud of the quality services that we provide to your businesses and households. We are active community members reaching out to help continue to build on the strength of our hometowns.

Serving Northwest Ohio, Northeast Indiana, and Southern Michigan, our footprint of services is growing along with the professional services we provide.

Benefits

- Major Medical – Dental – Vision
- HSA monthly company contribution
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Workers Compensation
- 401(k) with Company Match
- Holiday Pay
- Paid Time Off
- Bereavement Leave
- Educational Reimbursement
- AFLAC Supplemental Insurance

Perks

- Costco, Sam's Club or Zoo Membership ***OR***
  Membership Reimbursement for Amazon, Wal-Mart+ or DoorDash
- Gym Membership
- Wellness Program
- Free Internet with Managed Wi-Fi
- Discounted SFN Streaming TV Service
- Holiday Party
- Holiday Turkey or Ham
- Flexibility to Donate PTO Time
- Employee Bonus Plan
- Christmas Club Savings Plan
- Voluntary Life Insurance
- Employer-Owned Car
- Employer-Provided Cellphone

Committed to deploying Innovative Broadband Technologies in our local Communities.

Accounts Payable Clerk Job Description

General Summary:

The Accounts Payable Clerk ensures that accounts payable data is collected and processed in a confidential and timely manner. This includes the prompt and accurate processing of disbursements to vendors.

Essential Job Functions:

- Receives and verifies invoices, credit card receipts and expense reports.
- Ensures all invoices are assigned the appropriate General Ledger number.
- Verifies invoices have been approved by authorized personnel.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures necessary information is maintained to ascertain which vendors are subject to 1099 reporting and collects W-9 forms as needed. Assists with generating 1099 forms.
- Ensures outstanding obligations are credited upon payment and identifies discount opportunities.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Assists with the preparation of reports provided to management.
- Calculates use tax on paid invoices as needed.
- Other related duties as assigned.

Knowledge, Skills, and Abilities:

- Working knowledge of bookkeeping procedures preferred.
- Must be reliable and extremely trustworthy.
- Must have working knowledge of Microsoft Office Excel and other related programs.
- Requires a high degree of accuracy in the processing of invoices and disbursements.
- Must possess excellent data entry skills.
- Requires excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Ability to work well with others and meet strict deadlines.

Education and Experience:

- High school diploma or GED required.
- Previous accounts payable experience preferred but not required.

The above statements are intended to describe the general level of work being performed. They are not to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.

Job Type: Full-time

Starting Pay Range: Negotiable based on experience.