

POSITION: Accounts Payable Clerk

TYPE: Full Time

DEPARTMENT: Accounting

LOCATION: Stateline, NV

Company Description

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and corporate operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 3,000 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 30 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

AEG Core Values

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

Description

We have an immediate need for an Accounts Payable Clerk in our Stateline, NV location. Position reports to the Accounts Payable Manager and will be responsible for processing accounts payables. We offer a competitive base rate, benefits, and exceptional growth opportunities. Applicants must have 1-3 years of accounts payables experience.

Duties & Responsibilities

- Perform all aspects of the accounts payable function by matching purchase orders to invoices and entering the invoices into the accounting software according to department policies and deadlines. Identify errors or discrepancies and resolve before processing.
- Prepare checks, including ACH transactions and wire payments, and backup documentation.
- Reconcile accounts payable related accounts.
- Research and resolve any outstanding balances on accounts, including telephone, mail, or email communications with vendors

- Provide accurate and effective document preparation and records management relative to the accounts payable function.
- Assist in annual audit by preparing assigned reports or providing documentation as directed.
- Prioritize invoices according to payment terms and cash management strategies.

Please contact jlobato@aegfuels.com with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.