



Accounts Payable Clerk JOB DESCRIPTION

At Archtop Fiber, our mission is to be the true fiber of your community.

We believe in the power of local connectivity and dedication to bridging the digital divide in rural and suburban cities across the Hudson Valley and beyond. We have seen how larger cities often receive priority for broadband infrastructure upgrades, leaving smaller communities underserved.

Our commitment extends beyond providing reliable Internet and Phone services – We're not just living and working in Kingston, NY we are fully committed to our awesome community. From our fantastic **community programs** to fueling economic growth with improved connectivity and an abundance of tech-driven jobs, we're all about bringing fun and excitement to our neck of the woods!

What you'll do:

- Receive and verify invoices prior to processing for payment.
- Correspond and work with vendors to research and resolve all discrepancies.
- Engaging with other departments in order to identify solutions.
- 3- way matching requisitions for goods and services to invoices to purchase orders and ensure all necessary approvals are obtained.
- Coding invoices and data entry.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Process weekly payments through various methods, such as checks, ACH, or wire transfers.
- Maintain accurate records of accounts payable transactions.
- Support with month-end closing processes related to accounts payable.
- Prepare and file sales tax returns as required.
- Support the accounting as needed with special projects.

What you'll bring:

- A bachelor's degree in accounting **or** equivalent experience.
- Experience in bank reconciliations and budget management.
- Proficiency with general ledger details, journal entries, and investment entries (incoming and outgoing).
- Prior experience balancing accounts.
- Strong proficiency in Excel.
- Strong work ethic and exceptional attention to detail.
- Excellent communication and customer service skills.
- Experience using QuickBooks or other accounting software.



Desired Personal Qualities

- Coachability.
- Outstanding interpersonal and collaborative problem-solving skills.
- Self-starter who works cooperatively with others.
- Fast learner with a willingness to learn new tasks and business functions.
- A solid desire to grow the position in responsibility and complexity.
- Enthusiasm for interacting with clients and resolving billing issues.

What we offer:

- Competitive salary –\$25-35 per hour
- Heavily subsidized medical, dental, and vision
- Holidays, PTO, and Flexible work schedules
- 401(k)
- Employee Assistance Program (EAP)
- Life insurance, short & long-term disability insurance
- Employee Referral Program
- Employee discount programs

Archtop Fiber is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating a welcoming and inclusive environment for all.

Send resumes to Careers@archtopfiber.com, or Cfraiman@archtopfiber.com