

# Always Growing

Across the North Country, United Helpers has earned a reputation 125 years in the making. A reputation for caring for those in need with reassuring expertise and warmth.

Growing, supporting, teaching, learning. Making a difference. Always.

## Accounts Payable Clerk

We are seeking an Accounts Payable Clerk to work in the business office at our RiverLedge campus in Ogdensburg.

Responsibilities include working closely to the director of finance, and other staff on payroll, as well as accounts payable and receivable.

Applicants should have a knowledge of accounting, data, and administrative management practices, as well as knowledge of clerical practices and procedures, business management principles and computer skills with knowledge of a variety of software packages.

An Associate's Degree in business or a high school diploma with three years of applicable service is required.

Benefits include paid time off, health insurance, with vision and dental plans available, 401-K, life insurance, an employee assistance program, and more!

Salary for this position begins at \$16.48 to \$18.11 per hour, based on experience.



### Learn more, visit:

[www.unitedhelpers.org/employment](http://www.unitedhelpers.org/employment)

or call/text (315) 276-6413 for more information.

Always Caring

*United Helpers is a Non-Discriminatory and Equal Opportunity Employer.*