



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Accounts Payable Clerk

Company:	Farmers Home Furniture	
Contact:	Crystal Pittman	
Job Location:	Dublin, GA	
Posting Date:	02/21/2024	
Closing Date:	Until filled	
Phone/Email:	www.farmershomefurniture.com	
Service/Product		
Hours/Week: Monday-Friday		Shift: 8:00-5:00 pm
Salary: Will be discussed at interview		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Description of Job:

- Processes invoices; enters invoice information into a computerized accounting system; distributes invoices for authorization.
- Processes checks using computerized accounting system, recording checks processed and filing records of checks. Processes voids and stop payments.
- Generates batch reports from a computerized accounting system to verify that invoice information was entered correctly; generates final reports after all information has been validated.



- Receives calls from stores, vendors and corporate personnel concerning invoices and accounts; supplies information as requested; contacts stores and vendors concerning invoices or discrepancies in accounts.

Skills:

- Good written and oral communication skills
- Working knowledge of Microsoft Office Suite, especially Excel
- Good organizational skills
- Ability to work with numbers
- Good telephone etiquette
- Detail oriented
- Self-motivated
- Good data entry skills (alpha and numeric)
- Knowledge and ability to use all standard office equipment including personal computers