



Job Announcement: Accounts Payable Clerk

Position Title: Accounts Payable Clerk
Designation: Part-time (20 hours a week)
FLSA Status: Non-Exempt Hourly
Start Date: November 2022 or when filled
Salary Range: \$25.00-\$28.00 DOE.

TRIANGLE ASSOCIATES BACKGROUND

Triangle Associates helps public and private agencies provide **environmental education services** to ensure future generations have the information they need to make sustainable environmental decisions, and we provide **facilitation and public involvement services** to government, private and non-profit leaders to ensure inclusive participation and durable decision-making for today's natural resource, transportation, and land-use decisions. **Founded in 1979, Triangle is a growing, vibrant company, a women-owned small business and a fun place to work.**

DESCRIPTION

We are looking to add an Administrative Team member that is outgoing, communicates in a friendly, professional manner, is detail-oriented in support of Triangle's mission for a sustainable planet. The Accounts Payable (A/P) Clerk will be a key member of the Administrative Team in support of the Finance Manager. The A/P Clerk will be responsible for all accounts payable and related data entry and coding. This position will work closely with the Finance Manager in charge of Accounts Receivable, Financials and Payroll, as well as Triangle's Co-Presidents and its CFO.

Triangle highly values proactive, positive and a can-do attitude for problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others, getting things done and developing positive working relationships with colleagues. Your work at Triangle will offer a clear path for professional growth and interesting, challenging work as part of our team.

Location

This position will be expected to work in-person to start at the Company's Seattle Office in the Eastlake neighborhood. Triangle has a Covid-19 Plan that follows the WA State Governor's Covid-19 guidelines. A hybrid work option may be available after 6 months in the position. The Eastlake area has plenty of free parking and easy to access public transportation. Triangle operates on an 8-5, Monday-Friday schedule and provides flexibility for each employee's specific hours. This position is 20 hours a week.

RESPONSIBILITIES

- Process and maintain accurate and well documented accounts payable for the company and project-based expenses. this includes:
 - Data entry and administrative support for the Finance Manager for all accounts payable
 - Bank statement and credit card reconciliation
 - Processing reimbursements for staff expenses
 - Assisting with payments for health and retirement benefit programs
 - Maintain well organized A/P files

QUALIFICATIONS

- At least 2 years' experience with data entry and support for finance transactions
- Working knowledge of spreadsheets and databases
- Ability to work independently and prioritize tasks
- Accurate data entry with attention to detail
- Ability to maintain confidentiality of proprietary information and use of discretion and professionalism
- Demonstrated methods of staying organized, and tracking multiple tasks while maintaining accuracy

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

DIVERSITY, EQUITY, AND INCLUSION

Triangle is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism and other forms of prejudice. This work is ongoing and continually adjusted to meet the needs of our staff, stakeholders and clients. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. See our commitment statement to DEI [here](#).

APPLY

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com. Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.

Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.