



Accounts Payable Clerk

WHY WORK WITH EDULOG

EDUCATION LOGISTICS (“Edulog”) offers exciting opportunities to enhance your career as part of an industry-leading software company. As an employee at Edulog, you will join teams that improve student transportation systems through our innovative technology, across the U.S. and internationally. You will have the opportunity to gain invaluable experience in the software industry, allowing you to grow professionally and move interdepartmentally as your skills develop. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

SUMMARY & OBJECTIVE

Do you crave a great opportunity for advancement in a fast-paced and growing work environment? Are you inquisitive by nature and have a passion for learning? Does the prospect of utilizing computer technology and systems that are new to you pique your interest? Education Logistics is seeking several new team member to assist with an epic quest in our admin office. The faint of heart need not apply!

DUTIES & RESPONSIBILITIES

- Process expense and inventory bills, contact and setup Vendors, and track payment plans.
- Assist with or take ownership of administrative projects as they arise. Tasks may include helping to streamline the onboarding/off boarding process, company benefit reconciliations and/or assisting with sales tax filings.
- Help ensure the administrative department is generally organized and operating efficiently.
- Assist general staff with administrative duties as requested; including copying, scanning, printing, etc.
- Document the process of new procedures in detail and update existing documentation to reflect current methods.
- Problem solving – you will be asked to identify and resolve problems in a timely manner, and gather and analyze information skillfully.
- Maintain system records and compile customized reports from database as needed. Help enter data into system ensuring the accuracy of information.
- Effectively train fellow employees to follow the procedures and be able to use the computer system with a high degree of accuracy and efficiency.
- Troubleshoot basic technology issues as they occur within the system and provide support for fellow employees trying to utilize the system.

SKILLS & QUALIFICATIONS

- Ability to be a quick learner, capable of adapting to an ever-changing work environment.
- Possess a high degree of familiarity with general technology.
- Are organized to a fault; you're awesome at keeping everything in its right place.
- Efficient with your time and possess the ability to prioritize and develop realistic action plans.
- Outgoing and proactive, won't hesitate to pick up a phone or jump in on a training conference.
- Have experience in handling and maintaining sensitive information with a high degree of confidentiality.

Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** | www.edulog.com

Education Logistics, Inc. is an equal opportunity employer.



- Dependable; you respond to management direction and solicit feedback to improve performance.
- Have a professional demeanor with the ability to inspire confidence in clients, vendors and coworkers.
- Have some experience with independent research.
- Must have previous experience in accounts payable.
- Individual must have excellent communication, interpersonal, organizational, research, and problem solving skills.
- Must be detail oriented; analytical; versatile; a self-starter.
- Ability to prioritize in an environment where demands change frequently.
- Must have the ability to manage priorities and communicate with other departments in resolving issues related to the position.
- Must be a team player and willing to take on other tasks as necessary to support the Administrative team.
- Must be proficient with Excel; familiarity with Outlook and Quickbooks is a plus
- Are inquisitive by nature and have a passion for learning.
- Ability to self-motivate to work independently and as part of a team.

TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to fill out an application and submit a cover letter and resume.