

Job Title: AP/AR Clerk  
Company: Seaborn Networks  
Location: Beverly, MA  
Reporting: Manager of Financial Operations  
Status: Part-time, 20 hours/week  
Rate: \$25-\$30/hr depending on experience

Summary: small, growing technology company needs part-time AP/AR Clerk for Beverly HQ. Significant flexibility on schedule.

AP Responsibilities:

- Enter invoices into NetSuite ERP system, matching with PO
- Set up vendor payments in banking system for approval and release
- Set up new vendors and maintain vendor master file

AR Responsibilities:

- Process invoices to customers
- Apply cash

Qualifications:

- Excellent attention to detail and accuracy
- Proficient at using accounting systems (e.g., QuickBooks, Great Plains, SAP, Oracle, NetSuite)
- Proficient at using online banking payment systems
- 3+ years experience in AR/AP
- Intermediate Excel skills
- Bachelor's or Associate's degree in accounting or finance preferred