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A/P Clerk RSCSAD3007

Description

- Sorting and filing of vouchers in numerical order
- Scanning documents to invoice folder
- Sorting and distributing mail
- Misc duties as needed

Job Location
7224 Blanco Rd, 78216, San Antonio, Texas, usa

Valid through
June 28, 2030

Hiring organization
Reliable Staffing Corporation

Employment Type
Full-time

Base Salary
$ 25000 - $ 27000

Industry
Office/Administration

Qualifications

- High School Diploma or Equivalent
- At least 1 year office experience preferred

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