



<https://reliablestaffing.com/job/a-p-clerk-rscsad3007/>

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

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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