



# Jack F. Corse Inc

PO Box 300  
Cambridge, Vermont 05444-0300  
(802) 644-2749

## **Accounts Payable Clerk**

Jack F. Corse, Inc. is looking for a skilled accounts payable clerk to be responsible for processing all invoices received for payment in an accurate, efficient, and timely manner.

Responsibilities include:

- Accurately review, code and process vendor invoices
- Perform data entry associated with accounts payable
- File various Vermont state tax reports and ensure on time payment
- Provide weekly cash requirement reports
- Provide customer service to fuel customers

Requirements

- Knowledge of general accounting procedures
- Proficient in data entry
- Knowledge of MS office
- Knowledge of the fuel industry a plus

Jack F. Corse, Inc. offers competitive wages, paid time off, 401K and health insurance. Applicants can send their resumes in via our online form here:

<https://www.corsefuels.com/contact-us/employment/>

To mail in your documents, please send to:

**Jack F. Corse, Inc.,**  
**Attn: Human Resources**  
**PO Box 300**  
**Cambridge, VT 05444**

No phone calls please!