



Immediate Job Opening

Job Title: Payroll & AP Coordinator

General Description: The Payroll/AP Coordinator will be responsible for assisting the Accounting Manager by performing various accounting functions, which will support the organizations operations, including but not limited to, payroll, accounts payable and other accounting tasks assigned. The coordinator assists the Accounting Manager in the preparation and organization of documents, financial statements and reports for the independent fiscal year-end audit.

Qualifications:

- High school diploma
- Two years accounting education and/or experience
- Three years Customer Service experience
- Ability to read and write English, bilingual a plus
- Proficient in Microsoft Word, Excel, Publisher, Outlook
- Excellent communication skills, both written and verbal
- Flexible schedule including some Saturdays
- Excellent organization skills, attention to details, and accuracy
- Ability to maintain confidentiality
- Ability to keep records and meet deadlines

Rate of Pay: \$14.50/hour

Job Closing Date: until filled

Please complete an application and submit to:
Martha Cabrera, at 826 Krill Street, Corpus Christi, TX 78408