



### **Financial Operations Clerk**

This position is available at our BackOffice Associates, LLC Harwich, MA office.

BackOffice Associates, LLC is a leading provider of business process oriented web-applications (Web Apps). Our unique technology allows an open architecture platform for delivering web-services that offer instant value opportunities to content driven processes.

### **Financial Operations Clerk**

This position will provide support to the finance department with various clerical tasks such as payables input, file maintenance and data tracking.

Accountabilities:

Create payables transaction batches for invoice processing

Sales expenses auditing

Maintain all files, distribute mail, and prepare payments for mailing.

Provide support for daily cash receipts processing (pulling billed invoices, scan check images etc).

Data tracking and other miscellaneous tasks

Experience working in an office environment; Knowledge of PC and Microsoft Office applications; Ability to multi-task and meet deadlines; Detail oriented and organized; Strong verbal and written communication skills; Ability to work in a high-energy/fast-paced environment.

Please submit your resume, desired starting salary, and cover letter via email to [careers@boaweb.com](mailto:careers@boaweb.com)

BackOffice Associates, LLC is an Equal Opportunity Employer