

Job Title: Accounts Payable Clerk

Department: Accounting/Finance

Reports To: Controller

Location: 2770 Circleport Dr, Erlanger, KY 41018

Employment Type: Full-Time, Hourly

Position Summary:

Vogelwohl Fire Equipment is seeking a reliable and detail-oriented **Accounts Payable Clerk** to join our team. This position is responsible for processing vendor invoices, reconciling statements, and assisting with day-to-day financial operations to support the company's accounting functions.

Key Responsibilities:

- Receive, review, and process vendor invoices accurately and in a timely manner
 - Match purchase orders and packing slips to invoices
 - Communicate with vendors and internal departments to resolve invoice discrepancies
 - Maintain organized and up-to-date vendor files, including W-9 forms and payment terms
 - Reconcile vendor statements and follow up on outstanding balances
 - Track credit card receipts and assist in reconciling monthly credit card statements
 - Assist with preparing AP reports and records for month-end close
 - Support the Controller with other accounting tasks as needed
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Qualifications:

- High school diploma or GED required
 - At least 1–2 years of accounts payable or related office/accounting experience
 - Familiarity with accounting software and Microsoft Office, especially Excel
 - Strong attention to detail and ability to work with numbers accurately
 - Good communication and problem-solving skills
 - Ability to stay organized and manage multiple tasks efficiently
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Preferred Experience:

- Experience with accounting platforms like QuickBooks, Sage, or similar
 - Familiarity with inventory or purchase order systems
 - Previous experience in a service-based or equipment-related business is a plus
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Work Environment:

This position is based at our corporate office in Erlanger, KY and operates in a standard office environment. It involves regular use of computers, office phones, and filing systems.

Why Work with Vogelpohl Fire Equipment?

As a leader in fire equipment sales and service, Vogelpohl Fire Equipment values team members who bring integrity, attention to detail, and a strong work ethic. We offer a supportive workplace, competitive pay, and the opportunity to contribute to a company that protects first responders and the communities they serve.