



Pixley Lumber Company Job Opportunity

"Together, we build thriving communities."

If interested in this position, please fill out the printable or online application available on the "careers" tab of our website www.pixleylumber.com.

If you have a resume you would like to attach, we ask you please fill out the Pixley Lumber Company application, then attach or upload your resume along with our application.

If you have further questions about this position, please contact the HR Administrator, Jessica Haynes, at 918-923-6643 or email jhaynes@pixleylumber.com

Title: Accounts Payable Clerk	Department/Location: Accounting Dept. - Onsite
Reports to: Accounting Manager	FLSA Status: Non-Exempt
Pay: \$17.00+/hr	Full Time/Part Time: FT
Position Posted: Until Filled	Schedule: Monday – Friday; 7– 4 pm

POSITION SUMMARY:

With a strong focus on payables, this position assists in all accounting department functions - purchasing, receiving, inventory, A/P, A/R, daily cash management, and general ledger using various office equipment and software common to an accounting environment. This includes a basic working knowledge of Microsoft Office Suite. Strong customer relation skills is preferred.

Thank you for your interest in Pixley's current opening!

Pixley Lumber Company is an equal opportunity employer